



General Information

The Rev. Andrew D. Buchanan, Rector

The Rev. Patrick Bush, Priest Associate

www.galileechurch.net

(757) 428-3573 Office • (757) 422-6854 Fax

Building Hours 8:30am – 9:30pm Monday, Tuesday & Thursday

Office Hours 8:30am – 4:30pm Monday - Friday

Office Staff

Diane Nolan Office Manager diane@galileechurch.net
♦ Administrative work for Clergy including scheduling appointments ♦ Liaison with Vestry, Women's Ministries, and Church Guilds ♦ Schedules events/meetings in the building
♦ Contact person for Baptisms, Confirmations, Weddings, and Funerals ♦ General Administrative Work

Henry Conde Parish/Business Administrator henry.conde@galileechurch.net
♦ Business and Financial Concerns

Lindsay McCaw Receptionist lindsay@galileechurch.net
♦ Contact person for Prayer Chain, Coordinates Worship Service Volunteers ♦ CD Ministry (Sunday Sermons)

Matt Francis Media Specialist matt@galileechurch.net
♦ Contact person for ministry posters ♦ Website content and updates

Brenda Anderson Bookkeeper/Database Administrator brenda@galileechurch.net
♦ Accounts Payable/Contributions ♦ Database Updates ♦ Membership Changes

Deadlines

- ♦ For **Sunday Bulletin** announcements Tuesday at noon
- ♦ For **Wednesday Email** announcements Tuesday at noon
- ♦ For **Net** articles & announcements 14th day of the previous month

Vestry Contact Information

Jodie Berndt berndtsix@aol.com
Price Clarke pricec02@yahoo.com
Hunter Folck hfolck@gmail.com
Jimmy Jordan jimmyj121@aol.com
Page Lea page.lea@capescap.com
Page Miyares page@atkinsonrealty.com

John Parker jparker235@aol.com
Cindee Riordan mвриordan@aol.com
Molly Rueger mollyrueger@gmail.com
Archie Simmons archieleland@gmail.com
Annabelle Stiffler annabelle.stiffler@yahoo.com
Susan Wynne susanswynne@gmail.com

How Do I

Have an announcement placed in the bulletin?

Contact Matt Francis, matt@galileechurch.net. Information is needed by noon on Tuesday.

Have an announcement or article placed in the Net?

Contact Matt Francis, matt@galileechurch.net. Information is needed by the 14th of the month for the following month's issue.

Schedule a meeting or reserve a room in the Church building?

Contact Diane Nolan(428-3573) diane@galileechurch.net.

Access the building for a meeting?

In order to increase security at the church, the main access doors to the church facility will be locked during normal working hours. However, during daylight and evening hours when a scheduled event is being conducted, the keypad door, which has been moved to the far left door position, will be open for 30 minutes prior to the event and until its conclusion. During all other office working hours, access will be granted by ringing the bell on the door at the far right. Office personnel will respond by releasing the lock. At all hours of the day those who have been assigned access codes may continue to gain entry to the building. Remember, the codes have given for security reasons, please don't share your number.

Please note that church entry doors should **never** be propped open.

Have copies made?

Our copy machines are available for ministries when not in use by office staff. You are welcome to use them any time during regular building hours. Staff will be happy to instruct you on its use; extra paper and office supplies are available.

Get reimbursed for expenses I may incur in my ministry?

In the front reception area of the Church Office, among the mailbox slots, there is a supply of **Request for Payment or Reimbursement** forms. You will need one of these for each reimbursement, along with your receipt(s). Complete the form; then have your ministry leader sign on the *Approved for Payment* line. Next, attach receipts (copies are acceptable) and put everything in Brenda's mailbox. Checks are written just once a week and requests should be submitted by Tuesday at 8:30 am. Your reimbursement will be mailed to you unless other arrangements are made.