

# STPAUL'S DORKING

*a growing community of grace*

## Who to contact at St Paul's

**We're delighted to announce changes to the Church Office team.**

This flyer does **not** give the team's Job Descriptions, but aims to help you know who to contact with your enquiry. **Please take note!**

### Reception Team - led by Ali Studley.

A member of our Reception Team is on duty every week day morning during term-time. **Contact Reception with any queries you have about St Pauls** - if they don't know the answer, they will know who to ask!

Phone Reception on 01306 743378

Email Reception on [reception@stpaulsdorking.org.uk](mailto:reception@stpaulsdorking.org.uk)

### Operations Manager - Penny Barker

Working days: Tues, Weds, Thurs

Email Penny on : [ops@stpaulsdorking.org.uk](mailto:ops@stpaulsdorking.org.uk)

Contact Penny in relation to:-

- All church and church centre bookings and events
- Daily management of the facilities and premises
- Weddings & Funerals



### Communications Coordinator - Nicola Glass

Working days: Thurs and Fri mornings, in term-time.

Email Nicola on: [comms@stpaulsdorking.org.uk](mailto:comms@stpaulsdorking.org.uk)

Contact Nicola in relation to:-

- Monthly news-sheet & Friday email
- Publicity on the website
- Displaying posters on notice boards



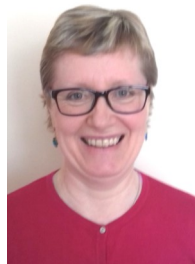
### Parish Administrator - Rowena Birch

**Working Days—Mon and Tues**

Email Rowena on [parishadmin@stpaulsdorking.org.uk](mailto:parishadmin@stpaulsdorking.org.uk)

Contact Rowena in relation to:-

- Purchasing church centre supplies
- Diocesan returns
- Church centre archiving and filing



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