

Wasatch Presbyterian Church

Office FAQ's

Church Office Hours

(office staff are available to assist)

Monday-Thursday = 9:30am-3:30pm

Friday = 9:30am-12:30pm

Office Assistant Job-Share

The Office Assistant role is shared between Courtney Raines, Marian Florence, and Susie Brass. They will help with reception and office support, in addition to the following responsibilities:

- Courtney – room & event scheduling, outside rentals, & Bridge Builder
- Marian - Sunday bulletin, calendar & announcements, email Blast, & website
- Susie - membership database, building maintenance support

You will be able to find them in the office according to the following schedule:

	Mon	Tues	Wed	Thurs	Fri
Morning	Courtney	Susie	Courtney	Courtney	Susie
Afternoon	Susie	Marian	Susie	Marian	x

How Do I...

- **Reserve a room or an event in the church?** Email facilities@wpcslc.org*
- **Add an off-site event to the church calendar?** Email facilities@wpcslc.org*
- **Schedule an activity that requires any set-up (i.e. chairs, tables, etc.) or other custodial support?** Reserve room as per above AND fill out one of the new Event Planning Sheets (available at the front desk or via email), complete in full, and return to the front desk.
- **Submit information to be included in the Sunday bulletin, calendar, or announcements, email Blast, website, or BridgeBuilder?** Email communications@wpcslc.org*
- **Provide new or updated address or member information?** Email reception@wpcslc.org*
- **Provide feedback on any general building maintenance concerns?** reception@wpcslc.org*
- **Get answers to anything else office related?** reception@wpcslc.org*

*If email is not an option, please call the main church line at 801.487.7576.

Executive Director

As Executive Director, Rebecca Sandulli manages the office team and other administrative staff, as well as helps provide oversight of program staff. Feel free to contact Rebecca at any point with questions, concerns, or feedback – rsandulli@wpcslc.org, 415.205.1471.