

Reception Team - led by Caroline Rose A member of our Team is on duty every week day morning during term-time
Contact Reception with any queries you have about St Paul's - If they don't know the answer, they will know who to ask!
Phone: 01306 743378 Email: reception@stpaulsdorking.org.uk Website: www.stpaulsdorking.org.uk



Interim Operations Manager - Sue Swain-Fossey

Working days: Tues, Weds, Thurs

Email Sue on : ops@stpaulsdorking.org.uk

- All church & centre bookings, events facilitating
- Daily supervision of the premises, facilities & office
- Marriages & funerals: organisation & admin

Reception & PCC Secretary - Caroline Rose

Not currently based in the church office

Email Ash: pcc.secretary@stpaulsdorking.org.uk

- Coordinates our Reception team who act as first point of contact for most enquiries
- Manage the administration of our PCC and church Leadership



Communications Coordinator - Nicola Glass

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

Email Nicola on: comms@stpaulsdorking.org.uk

- Monthly news-sheet & Friday email
- Service & events publicity,
- Website & notice boards



Health and Safety Officer – Steve Moggs

Working days: Wednesday mornings

Email Steve on: hands@stpaulsdorking.org.uk

- Church H & S policies and all related matters
- Risk assessments



Parish Administrator - Rowena Birch

Working Days: Mon and Tues mornings

Email Rowena on parishadmin@stpaulsdorking.org.uk

- Office management assistance & admin support
- Purchasing church & office supplies

Finance Queries - Alison Everness

Working days: Usually Friday

Email Alison on finance@stpaulsdorking.org.uk

- Invoice payments, events billing
- Reimbursements

