

Agreement of Services

Parties: *Organization Plus*
606 Martin Road, Gibsons, B.C., V0N 1V9
Tel: (604) 886-3152 or Fax: (604) 886-3148
Email: coote@telus.net

And

Gibsons United Church
724 Trueman Road, Gibsons, B.C., V0N 1V8
Tel: (604) 886-2333 or Fax: (604) 886-2344
Email: office@gibsonsunitedchurch.ca

Project: **Administrative Support for Minister & Congregation**

Contact: **Rev. Terri Scallon**

Considerations:

Time Frame	January – December 2008
Hours:	6-8 hours per week
Fee:	\$20 per hour (non-profit rate) plus reimbursement for office supplies
Contract Price:	Estimated \$7,280.00 per year Invoices will be provided once a month and payment is due upon receipt.

Terms:
Organization Plus will:

1. Organize and maintain Church Office.
2. Provide administrative/secretarial services to Minister.
3. Assist with public relations and outreach.
4. Be responsible for GST & WCB submissions.

Gibsons United Church will provide:

1. Ongoing liaison with *Organization Plus*.
2. A commitment to provide timely information in order to meet weekly objectives.
3. Prompt payment of invoices.

Delivered: Draft sent by email for approval on October 1, 2007

Signed:

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Lynda Coote	Date
Principal, <i>Organization Plus</i>	

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Rev. Terri Scallon	Date