



## The Pensacola District

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Dear Local Church Secretary / Administrative Assistant:

I would like to take this opportunity to express to you my appreciation for the work you do not only for your local Church but also for the Pensacola District Office. **You are a vital connection** between your Church, the Pensacola District Office, and the Alabama-West Florida Conference.

With this in mind, I write this note to urge you to check the Pensacola District website at least twice weekly. Sometimes you, Conference, or our office has a message that must go out immediately. Of course, there are various means of communication - U.S. Mail, e-mail, fax, and phone - but each of these at times has its disadvantages. Letters can be expensive and too slow, phoning is very time-consuming, not all Churches have fax machines, and e-mails may not be received or read. . . . You get the idea.

**The ideal situation is that each Secretary/Assistant will make it a habit to check the District website**, especially the Home Page and Message Board, for any important items that may be posted. This is our "Home Central," if you will, where we can share Church, District, and Conference communications with one another. If you need particular information or have a particular problem, there is a good chance that others have these same questions and issues. I often gage what we post by what Churches ask or request when they contact us.

Please visit us online at <http://umcpensacoladistrict.org>. If you would like to call, please do so. I enjoy talking with you. If e-mail works best for you, please be sure that our e-mail address is correct in your address book: [office@umcpensacoladistrict.org](mailto:office@umcpensacoladistrict.org). May God bless you and our ministry together in this new year.

Your Sister in Christ,

Mary Hernandez  
Administrative Assistant  
UMC Pensacola District Office