



## SO YOU'RE NEW!

There are times I feel new to this congregation and other times I feel I have been here for many years. As summer comes to a close and school starts, I know that line between being the “new kid” and “life-long member” will blur more. With the love and welcome my family and I have felt here, I expect the line to eventually disappear and be a seamless chapter in our lives.

Many people move in the summer so they have transition time. They want a time to get settled and comfortable before school starts. Colleges are very intentional about greeting new students and offering a variety of ways for each student to

begin to blur their own line between being an outsider and being a part of the college community. Young families with children will make sure their children are comfortable, then begin to work on their own needs. Older adults sometimes have the most difficult time with transition, but will put forth greater individual effort because they know the importance of being in community. How can we reach out to each of these and help them find the community they need in order to thrive in their new place?

This congregation has so much community to offer. The pre-school is very well known throughout the area and the Super Adult program is a model that has been copied many times because of its success. We have a wonderful “Mothers of Pre-schoolers” (MOPS) program which supports moms and families. We house one of the best youth centers in San Antonio and our children and youth programs continue to flourish. One of the liabilities of excellent programming is that it becomes normal to us. We expect it, count on it and forget that not everyone knows about it. In the same way directions to your favorite pharmacy may include phrases like, “Go past the old Miller place and turn left where the four corners service station was.” We assume they know about those things that can help them be in community or we forget that people in transition may not be familiar with the terms we use.

I invite each of you to be intentional about noticing new employees in your building, new neighbors in your neighborhood and new people sitting in your section of the sanctuary. A simple greeting can brighten everyone's day. I will be always grateful to the student who took Lancy on her tour of Alamo Heights High School and for sharing important details such as where the juniors hang out after lunch and where the seniors park in the parking lot. If you have attended here long enough to have a special place you like to sit, be a good host. Treat everyone in your area as if they were invited to your home. If you have a summer pew for when the air conditioner is on and a winter pew for other times, take a moment to let those in your area know why you are moving and where you plan to sit. Invite them to join you. Invite people to social events both in the church and out. I am repeatedly surprised when someone invites me to an event and a long-time member responds that they didn't know we did that. The end of summer is a time of transition; let's make the most of it.

See you Sunday,

Deadline for submitting news is 5:00 pm on 1st & 3rd Thursdays. In August this newsletter is published monthly. Call for deadlines. Mail news to: *Messenger* Editor, 227 W. Woodlawn, San Antonio, TX 78212 or by email to: [cathy@mylhumc.org](mailto:cathy@mylhumc.org).

**Other LHUMC News on  
Pages 4A & 8A**

## New Director of Christian Education named

The Staff Parish Relations Committee is delighted to announce that we have completed our search for a new part-time Director of Christian Education. Kercida McClain assumed that role on August 1. Kercida has 22 years experience in children, youth and adult ministries. She has demonstrated strong management and organizational skills in previous jobs, as well as exceptional children- and youth-relational skills. We are very excited to have Kercida put these skills to use in helping Laurel Heights improve and grow our Christian education program and related ministries.



*Kercida McClain*

SPRC will now focus on hiring a part-time youth director. If you know of someone with a passion for working with youth who is interested in a part-time church position (10 to 15 hours a week), please have them send a resume to Elizabeth Jackson at [EJackson@mylhumc.org](mailto:EJackson@mylhumc.org). The successful candidate will have the benefit of being mentored and led by Kercida who has had great success in developing outstanding youth ministers.

## Sub-Committees of the Board of Trustees at Laurel Heights UMC

Most Laurel Heights members are aware of the basic functions of the Board of Trustees: to oversee, maintain and supervise the use of all church property; receive gifts and bequests; maintain insurance coverage; and ensure that trust funds are invested wisely, as well as other duties. Many of you may not know that there are four sub-committees that implement and facilitate some of the specific responsibilities that are entrusted to the trustees.

These sub-committees (elected at Church Conference) are: 1) Building and Grounds; 2) Property Committee; 3) Investment Committee; and 4) Columbarium Committee.

The Building and Grounds Committee, chaired by Bill Myers, is composed of 13 lay persons (Rex Bailey, Robert Basil, Charles Davis, John Evans, George Frame, Teresa Garcés, JohnDavid Griffin, Lester Koerlin, May O'Neal, Truman Smith, Harold Souder and J. C. Wood) and is supported by the Church Plant Supervisor, Flavio Garcia. Their principal responsibility is to oversee maintenance of the facilities and grounds. Additionally, they oversee purchases of regular supplies, maintenance contracts on large equipment, and review energy use and utility costs in all church facilities. Their goal is to improve the quality of maintenance while lowering the cost of maintenance.

Many of the work projects recommended by the Building and Grounds Committee are accomplished by the Church Mice, a group of lay persons who meet every Thursday morning to help with church maintenance and to enjoy fellowship with coffee and

*(cont'd. on 4A)*

## Trustees sub-committees

(cont'd. from front page)

refreshments. Projects recommended by church members and by church staff are considered by the Committee. The "Mice" always welcome new members! No building skills are required and all are welcome to join the group. (Non-members too.)

Recent Church Mice projects approved by the Committee include repair of the chain link fence between church property and the triplex on Mistletoe, improvement of the fence around the Weekday School, repair and painting of the fire escape landing and steps leading from the kitchen, power washing off graffiti and re-painting a neighbor's garage, removal of a dead tree from the Woodlawn parking lot, and numerous interior projects.

Projects awaiting completion are a major update of our 2002 churchwide inventory and a landscaping plan for our church grounds. Church members are encouraged to suggest projects that would improve the appearance of the exterior of our church property. Please pass along any suggestions to the Mouse House (located in the dining room) or to any member of the Committee.

The Committee has done an extensive analysis of supplies purchased and hopes to come up with ideas to save on consumables, such as Styrofoam cups, toilet paper, and paper towels. Let us know if you can suggest ways we can reduce the wasteful use of our consumable supplies.

The Building and Grounds Committee works in close coordination with the Property Committee. The next issue of the *Messenger* will describe the role of the Property Committee in the maintenance of the condition of furnishings, wall finishes, art work and accessories and in the maintenance of the design features provided by the 2006 renovation in our buildings.

## Fall kick off with Block Party

Fall is coming and so is our biggest annual neighborhood bash. Help us get the word out to let our neighborhood know what Laurel Heights is all about!!!! Our annual Block Party will be held on Sunday, Sept. 26 from 3:00 to 6:00 pm. We welcome anyone who wants to volunteer and donations of all kinds!!

We are collecting small trinkets for the fish pond, cakes for the cake walk and hot dog buns, sodas and bottled water for our cook-out. Also, please let us know if you have a shade canopy or tent cover that we can use for shade.

### Cake Walk

Sign up to donate a cake for the Block Party's cake walk. Call Carolyn Hughes, 735-8525.

Thanks in advance to Dave Saylor and Acadiana Café who will have a booth with a special treat. Also, thanks to Black Tie Affair for providing the hot dogs. Don't miss your chance to get involved in this fun neighborhood ministry. Call Irene Ojeda, 385-3473, Judy Davis 733-7156, or Carolyn Hughes, 735-8525.

## "Galactic Blast" has passed



Galileo the gorilla has gone off to visit other planets, but the children who attended Vacation Bible School (July 12-16) remain on planet earth, singing songs of praise to God. They sang at the ice cream social and then again on the Sunday following VBS at the 11:00 service.

Co-chairs Bonnye Cavazos and Margaret Parsons report that 16 youth, 22 adults, plus clergy and church office staff helped with last month's VBS. And, of the 107 registered children, 32 were from Weekday School, 12 from the youth center and 3 from Davidson Respite Center. Children sang songs about our wonderful, incredible, amazing, magnificent and awesome God, acted out Bible stories, performed science experiments relating to space, played comet toss, and ate moon pies.

The whole congregation can be proud of their offerings of time, talent, money and facilities-use to the families in our community. You truly helped God's light shine on these young lives.



Children raise their instruments in praise to God.



While on his knees, Webb Myers (right) gives a science lesson to a lively group of children during Vacation Bible School 2010.



### AUGUST

- 8 Lorrie Garcia
- 10 Johnny Pickett
- 11 Richard Chandler; Sydney Davis; Drew Jackson; Sandra Ojeda Medina; Charlotte Parsley; Carol Tilson
- 12 Abigail Sanders
- 13 Nona Brooks; Myrle Deaton; Pat Moss; J. C. Wood
- 15 Sue Hall; Maurice Mazel; Valerie Morton; Henry Samuel Taylor
- 16 Karen Bowerman; Don Hammer; Dan Seilheimer; Robin Seilheimer
- 17 Suzie Barrows
- 18 Jerry Brown; Susie Dvoracek; Hugh Lindsey
- 19 Kellis Dibrell; Beverly Smith
- 20 Robbie Hail
- 21 Thomas Romo
- 22 Teegan James Thomas
- 24 Mary Alphin; Young Langston; Betsy Puentes
- 25 Leona Records
- 26 Alyza Medellin
- 28 Nancy Dugger; Mary Frakes; Marjorie Hardy; Letty Jones; Sarah Darnell Mercado; Lisa Townzen
- 29 Cathy Ann Pereira
- 30 Geraldine Douglas; Mary Louise Dwyer; Lisa Vaughan
- 31 Clint Mitchell

### SEPTEMBER

- 1 Ashleigh Wilson
- 2 Victoria Hartson; Helen Moseley
- 3 Irene Ojeda; Zane Yancey

## The scoop on VBS

The BYOB Ice Cream Social on Friday, July 16 was a sweet treat celebrating a wonderful week of VBS. About 80 attended, including some of the VBS children who sang songs that they had learned that week. A long-running slide show flashed pictures of Galileo and his cosmic friends. Were you able to guess that it was Benson McGlone in that gorilla suit?

15 July 2010

Dear church family,  
I want to thank the congregation for your prayers and cards. They are what has

brought me through. Thank you and God bless.

**Roxane Darnell**

July 27, 2010

We are celebrating a miracle today!!!!!! Harold is free of pancreatic cancer!!!!!! What joy he, Genny and I heard from Dr. Raza yesterday afternoon, when with a grin on his face, he said, "I have good news -- There is no more cancer in Harold's body."

Thanks to all of you and many, many others who have followed us during this journey offering prayers, cards, calls, e-mails, food, and thoughts. We know that God



has performed a miracle and that there is a reason for it.

Dr. Raza told Harold to go home and allow his body to

gain strength by resting, eating and thinking positive thoughts, but not to start working; rather to let someone else do the manual work and for him to do volunteer work for other cancer patients who are struggling, along with their families, to be free of the disease as he is and to offer courage and strength to them. Please pass our amazing news to others and for them to give thanks to the great numbers of good people who gave us hope and the courage to persevere.

Thanks be to God,  
**Juanita Souder**

## Collecting school supplies

You can help send the students from the San Antonio Youth at LHUMC back to school prepared to learn and succeed! The Health Cabinet is collecting school supplies through Sunday, Aug. 8. Pickup a supplies list at the Receptionist Desk or go online to [www.mylhmc.org/readingroom/newsevents.html](http://www.mylhmc.org/readingroom/newsevents.html). Next, bring your donated items to the collection bin outside the Wesley Nurse office or in the dining room. These will be given to the students at a Back to School party on Friday, Aug. 13. If you would like to help assemble the supplies and/or be part of the Back to School party, contact Elizabeth Woods, 733-7156.

## CHURCH CALENDAR

\*Childcare available.

### SUNDAY, AUGUST 8

8:30 & 11:00 \*Worship (Rev. Jim McClain) - *Sanctuary*  
9:30 Fellowship Time - *Dining Rm.*  
9:45 Sunday School  
4:30 UMW Elizabeth Circle- *313-B*  
6:00 \*Informal Worship: The Connection - *Dining Room*

### Monday, August 9

8:00-5:00 San Antonio Youth at LHUMC (Mon.-Fri.) - *Gym*  
10:00 Super Adult Book Discussion - *Parlor*  
12:00 Nutrition (Mon.-Fri.) - *Gym*  
6:30 Gamblers Anonymous- *313-B*

### Tuesday, August 10

7:30 Health Cabinet @ The Foundary, 2720 McCullough  
9:30 UMW General Mtg. - *Parlor*  
10:00 Staff Meeting - *313-B*  
11:30 Stephen Leaders- *Laurel Rm.*  
5:30 Bexar County Detention Ministries - *Dining Room*

### Wednesday, August 11

10:00 Super Adult Steering Committee - *Parlor*  
11:30 LEO - *Church Bus*  
11:30 Stephen Leaders - *313-B*  
4:30 Line Dancing - *312*  
4:30 Property Committee - *Library*  
5:30 Supper - *Dining Room*  
6:00 Women's Book Group - *Laurel Room*

6:15 \*Worship / Communion (Rev. Barb Kurtz) - *Scott Chapel*  
6:15 Handbells- *Sanctuary Balcony*  
7:00 Chancel Choir - *Choir Room*  
7:15 Bible Study - *Library*

### Thursday, August 12

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
5:30 SPRC - *Parlor*  
6:00 Professional Tour Guides- *312*  
6:30 Gamblers Anonymous - *313-B*

### Friday, August 13

10:00 Church Women United Executive Board - *Parlor*

### Saturday, August 14

8:30 Gamblers Anonymous - *313-B*  
10:00 History & Records - *Library*  
4:00 Borg Bunch Study Group - *Laurel Room*

### SUNDAY, AUGUST 15

8:30 & 11:00 \*Worship (Rev. Jim McClain) - *Sanctuary*  
9:30 Fellowship Time - *Dining Rm.*  
9:45 Sunday School  
10:00 LHUMC Leads Worship - *Chandler Center*  
12:00 Youth Ministry Council - *319*  
6:00 \*Informal Worship: The Connection - *Dining Room*

### Monday, August 16

8:00-5:00 San Antonio Youth at LHUMC (Mon.-Fri.) - *Gym*  
9:00 Super Adult Games Day - *DR*  
5:30 Trustees - *Parlor*  
6:30 Gamblers Anonymous- *313-B*

### Tuesday, August 17

10:00 Staff Meeting - *313-B*

11:30 Executive Committee- *Luby's*  
5:30 Finance - *Parlor*  
5:30 Bexar County Detention Ministries - *Dining Room*

6:15 Stephen Ministry - *313-B*  
**Wednesday, August 18**  
4:30 Line Dancing - *312*  
5:00 Book Club - *Library*  
5:30 \*Supper - *Dining Room*

### Thursday, August 19

6:15 \*Worship / Communion (Rev. Robin Hiatt-Reed) - *Scott Chapel*  
6:15 Handbells- *Sanctuary Balcony*  
7:00 Chancel Choir - *Choir Room*  
7:15 Bible Study - *Library*

### Friday, August 20

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
9:00 MOPS Playdate: Splash Time at the SA Zoo - Contact Katie Myers, 545-0312  
5:00 Library Committee - *Library*  
5:30 WDS New Families Meeting - *Choir Room*

6:30 Gamblers Anonymous - *313-B*  
**Saturday, August 21**  
5:00 McEntire / Ahlers Wedding Rehearsal - *Sanctuary*

### Sunday, August 22

8:30 & 11:00 \*Worship (Rev. Jim McClain) - *Sanctuary*  
9:00 Blood Pressure / Sugar Checks - *Dining Room*  
9:30 Fellowship Time - *Dining Rm.*  
9:45 Sunday School  
2:45 Children's Ministry - *Parlor*  
6:30 Emmaus - *Scott Chapel*

### Monday, August 23

3:00-7:00 San Antonio Youth at LHUMC (Mon.-Fri.) - *Gym*  
5:00 San Antonio Youth at LHUMC Advisory Council - *Laurel Room*  
5:30 Stewardship - *Parlor*  
6:00 Weekday School Board - *WDS*  
6:30 Gamblers Anonymous- *313-B*

### Tuesday, August 24

10:00 Staff Meeting - *313-B*  
5:30 Bexar County Detention Ministries - *Dining Room*  
6:30 Neighborhood Ministries - *Parlor*  
**Wednesday, August 25**  
4:30 Line Dancing - *Dining Room*  
5:30 Supper - *Gym*  
6:00 San Antonio Youth at LHUMC Parents' Meeting - *Gym*

### Thursday, August 26

6:15 \*Service of Healing (Rev. Jim McClain) - *Scott Chapel*  
6:15 Handbells- *Sanctuary Balcony*  
7:00 Chancel Choir - *Choir Room*  
7:15 Bible Study - *Library*  
9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)

9:00 Super Adult Day - *DR, Gym*  
6:30 Gamblers Anonymous- *313-B*  
**Friday, August 27**  
**Saturday, August 28**  
8:00 Super Adults to Glacier National Park (return Sept. 9)  
8:30 Gamblers Anonymous- *313-B*  
4:00 Borg Bunch Study Group - *Laurel Room*

### Sunday, August 29

**CHRISTIAN EDUCATION SUNDAY**  
8:30 & 11:00 \*Worship (Rev. Jim McClain) - *Sanctuary*  
9:30 Fellowship Time- *Dining Rm.*  
9:45 Sunday School  
9:45 Fifth Sunday Book Review (tentative) - *Parlor*  
10:00 LHUMC Leads Worship - *Chandler Center*  
6:00 \*Informal Worship - The Connection - *Dining Room*

**Monday, August 30**  
8:00-5:00 San Antonio Youth at LHUMC (Mon.-Fri.) - *Gym*  
6:30 Gamblers Anonymous- *313-B*

### Tuesday, August 31

10:00 Staff Meeting - *313-B*  
5:30 Bexar County Detention Ministries - *Dining Room*  
5:45 Missions - *Laurel Room*  
**Wednesday, September 1**  
4:30 Line Dancing - *312*  
5:30 Supper - *Dining Room*  
6:15 \*Worship/Communion Rev. Robin Hiatt-Reed)- *Scott Chapel*

### Thursday, September 2

6:15 Handbells-*Sanctuary Balcony*  
7:00 Chancel Choir - *Choir Room*  
7:15 Bible Study - *Library*  
9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

### Friday, September 3

**Saturday, September 4**  
8:30 Gamblers Anonymous- *313-B*

### Sunday, September 5

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*  
**Monday, September 6**  
8:30 Gamblers Anonymous- *313-B*

### Tuesday, September 7

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*  
**Wednesday, September 8**  
8:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*

9:00 Church Mice meet for fellowship and to do repairs around the church (open to all)  
6:00 Church under the Bridge - *Leave from Woodlawn Lot*  
6:30 Gamblers Anonymous- *313-B*



**W**elcome to *Rick Lange* who joined LHUMC by letter of transfer from First UMC in Mason on July 18, 2010.

**W**elcome to *Ilda Gennero* who joined LHUMC by letter of transfer from Trinity UMC in San Antonio on July 4, 2010.

**W**elcome to *John Harper Shaw* who joined LHUMC on July 4, 2010 by infant baptism. He is the son of John and Kelsey Shaw.

## September Mission: NACF

Native American Children's Fund (NACF) allows 300 under-income children and youth a clothing allowance in the fall. It also enables Oklahoma Indian Missionary Conference to purchase Vacation Bible School materials for its local churches and provide funding for summer children and youth camps. This mission is operated by the Oklahoma Indian Missionary Conference which has 85 churches in the state of Oklahoma, four in Kansas and one in the city of Dallas, Texas. Your communion rail and Wednesday night table offerings in September help support NACF. The Advance Special number is 583581.

For more information, visit [www.umc-oimc.org/index.php/ministries/nacf](http://www.umc-oimc.org/index.php/ministries/nacf). Please don't give online as this will not count toward our church's giving. To donate, make your check payable to Laurel Heights UMC and include "NACF" in the memo line.

### GIFTS IN HONORARIA

#### United Methodist Women

**Mary Blackford  
Scholarship Fund  
Anna & Jon Lowry**

by  
Teresa Garcés

.....  
**Our Graduates**  
by  
Molly Walden

### GIFTS IN MEMORIAM

**Music Fund  
PAUL BLANCH**

by  
Doris Wise Hoffman

### Pastor's Discretionary

**Fund  
MRS. ESPERANZA VACA**

by  
Friends of God  
Emmaus Reunion Group  
by  
Mr. & Mrs. Tom Kurtz



**Healing:** Kay Carter; Cheri Riddle; Phoebe Hardy; Roxane Darnell; Mindy Lanoux; Nancy Fassnidge; Richard Jackson; Vane Hugo; David & Lorraine Paul; Ann Sadler-Godwin; Gary Rine.

**Thanksgiving:** Good report for Harold Souder.

**Those Who Mourn:** Family of Blaine LaBree who passed away July 12; Fred Vaca in loss of his mother, Esperanza Vaca on July 5; Nancy Carver in the loss of her brother, Forrest Ainsworth.

Remember our shut-ins and those in the military.

### GIFTS IN HONORARIA

**General Budget  
DON STILL'S BIRTHDAY**

by  
Mr. & Mrs. Andrew Spillman

**Vacation Bible School  
LETTY JONES**

by  
Mr. & Mrs. Bob Parsons



**CONTACT Us**  
Main (210) 733-7156  
Fax 737-3920  
School 732-6979  
Super Adults 733-6482

#### **Clergy**

Rev. Jim McClain x34  
Pastor

#### **Programming**

Deaconess Judy Davis x18  
Community Outreach  
Susan Holloway 733-6482  
Super Adult Director  
Kercida McClain x37  
Christian Education Director  
Geoffrey Waite x19  
Director of Music  
Dr. Anne Wier 732-6979  
Weekday School Director  
Elizabeth Woods RN BSN x36  
Wesley Nurse

#### **Office**

Cherie Burt x10, Receptionist  
Louise Dudley x29  
Bookkeeper  
Cathy Everhart x13  
Publications Editor  
Elizabeth Jackson x12  
Administrative Secretary