First Congregational United Church of Christ

April 14, 2024





Welcome to The Church of the Open Door.

Our door is open to you at whatever point you are in your journey of faith.

TODAY AT FIRST CONGREGATIONAL UCC, APPLETON

9:25AM-12:00PM	Childcare - Childcare Room
9:30-10:30AM	Sunday Worship w/Joyful Noise Collection - Chapel, Sanctuary, Upper Lounge
9:30 - 10:30AM	Children's Ministry - CYF Wing
10:30-11:30AM	Advance Healthcare Planning with Ben Adams - Upper Lounge
10:30-11:00AM	Children's Choir/Musical Party - Chapel
10:45-11:45AM	Small Group for Parents – HS Youth Room

10:45AM-12:00PM IPAC "We Are Still Here" Speaker Series – *Fellowship Hall* 4:30-5:30PM LU Music Scholars' Rehearsal – *Choir Room, Sanctuary*

6:00-8:00PM First Things First AA Meeting – Fellowship Hall, Common Grounds

7:00-8:00PM AL ANON - Chapel / Alateen - Upper Lounge

We are glad you are here today! You are welcome to worship in person with us in the Sanctuary or watch it livestreamed in the Chapel, Upper Lounge, or Narthex. The Nursery also has livestreaming, on the other end of the building.

Baptisms are held on the third Sunday of each month. To schedule a baptism, contact the church office six weeks before your desired baptism date.

Childcare is available for ALL infants and toddlers. Please see an usher for directions to the Childcare Room.

Communion: The sacrament of Holy Communion is celebrated on the first Sunday of each month. Communion elements are gluten free. All are welcome to join us!

Donating to First Congregational UCC, Appleton: We have many convenient ways to donate. Giving envelopes are in the pews and may be put in the offering plates, checks can be mailed to the church, you can visit our webpage and click "Give," or you can text FCUCC GIVE to 73256. *Messages and data rates may apply. Message frequency varies. Text HELP to 73256 for help. Text STOP to 73256 to cancel.

Flowers: Today's flowers were arranged by Cindi Ritcey Fox.

Hearing Loop: Need help hearing our service? Ask an usher. They can help get you in the loop!

T Hooding Loop

Online Streaming and Podcasting are available on <u>Facebook: FCUCCAppleton</u> or <u>Youtube: First Congregational UCC Appleton.</u>

Open Door Announcements can be shared by emailing opendoor@uccappleton.org or calling the office.

References to God in our worship may at times be gender specific. You are invited to substitute terms that reflect your understanding of the inclusiveness of God.

Sunday School: Our PreK - 5th graders begin in worship. After the children's message, they walk together to the CYF wing for our Children's Ministry Program. Youth gather on Wednesday evenings.

THE ORDER OF WORSHIP

April 14, 2024 9:30AM Third Sunday of Easter ~ Joyful Noise Offering

PRELUDE

Jesu, Joy of Man's Desiring from Cantata 147

J. S. Bach (1685-1750)

Transcribed by Dame Myra Hess

Dr. Nathan Birkholz, piano

WELCOME

*Please Rise in Body or Spirit

*CALL TO WORSHIP

One: Jesus stood among them and spoke:

All: "Peace be with you."

One: Jesus stood among them and spoke:

All: "Why are you frightened, and why do doubts arise in your hearts?"

One: Jesus stood among them and spoke:

All: "The Messiah is to suffer and rise from the dead on the third day."

One: Jesus stood among them and spoke: All: "You are witnesses of these things."

One: Jesus stands among us still, speaking words of peace, comfort, challenge, and hope.

All: Let us worship our still-speaking God!

*OPENING HYMN #210

Crown Him with Many Crowns

DIADEMATA

CHILDREN'S MESSAGE

(During the sermon, the prayer request cards will be collected. After the Children's Sermon, the children will follow their teachers to the CYF building.)

A JOYFUL NOISE OFFERING

(This month's A Joyful Noise Offering is a CYF Vote! The children will choose which outside nonprofit organization this month's collection should go to!)

ANTHEM

Our Lord Is Risen Again Today (Surrexit Christus Hodie) S. Scheidt (d. 1654) LU Music Scholars Tanvi Thatai and Casey Kollman, soprano soloists

SCRIPTURE READING Luke 24:36b-48

Brenda Jenike

While they were talking about this, Jesus himself stood among them and said to them, "Peace be with you." They were startled and terrified and thought that they

were seeing a ghost. He said to them, "Why are you frightened, and why do doubts arise in your hearts? Look at my hands and my feet; see that it is I myself. Touch me and see, for a ghost does not have flesh and bones as you see that I have." And when he had said this, he showed them his hands and his feet. Yet for all their joy they were still disbelieving and wondering, and he said to them, "Have you anything here to eat?" They gave him a piece of broiled fish, and he took it and ate in their presence. Then he said to them, "These are my words that I spoke to you while I was still with you—that everything written about me in the law of Moses, the prophets, and the psalms must be fulfilled." Then he opened their minds to understand the scriptures, and he said to them, "Thus it is written, that the Messiah is to suffer and to rise from the dead on the third day and that repentance and forgiveness of sins is to be proclaimed in his name to all nations, beginning from Jerusalem. You are witnesses of these things.

SERMON "Disbelieving Joy"

Pastor Katherine Willis Pershey

*HYMN (see bulletin pages 5 & 6)

Yours Is the Glory, Resurrected One!

JUDAS MACCABEUS

OFFERING

CALL TO THE OFFERING

(During this time, you are invited to a virtual offering. Please visit our webpage and click "Give" to make your weekly offering, or text FCUCC GIVE to 73256.)

MUSICAL REFLECTION

That Easter Day with Joy Was Bright

PUER NOBIS NASCITUR

5th century Latin hymn; 15th century tune, adapt. M. Praetorius Arr. Mack Wilberg (b. 1955)

Sanctuary Choir

*DOXOLOGY

ALL: Praise God, from whom all blessings flow; Praise God, all creatures here below; Praise God above, ye heavenly host: Creator, Christ, and Holy Ghost. Amen.

GATHERING OF JOYS AND CONCERNS

(You are welcome to submit your prayer requests throughout the week to the church office, or email to a pastor for confidentiality.)

One: The Lord be with you. All: And also with you.

One: Let us pray.

THE LORD'S PRAYER

All: Our Father, who art in heaven, hallowed be thy name. Thy kingdom come.

Thy will be done on earth as it is in heaven. Give us this day our daily bread.

And forgive us our debts, as we forgive our debtors.

And lead us not into temptation, but deliver us from evil.

For thine is the kingdom, and the power, and the glory, forever. Amen.

*CLOSING HYMN (see bulletin page 6)

Go to the World! Sine Nomine

*BENEDICTION

POSTLUDE

Diademata (Crown Him with Many Crowns)

Tune by George J. Elvery Setting by Anne Krentz Organ

THANK YOU TO TODAY'S WORSHIP LEADERS

Pastor Nicholas J. Hatch
Pastor Katherine Willis Pershey
Pastor Dianne Droster
Brenda Jenike, lay reader
Dr. Nathan Birkholz, organ
Sanctuary Choir

LU Music Scholars, with Tanvi Thatai and Casey Kollman, *soloists* John M. Albrecht, *Director for Music Ministries*

Permission to stream the music in this service obtained from ONE LICENSE, # A-714899. All rights reserved.

JOIN US TODAY AFTER WORSHIP

Children's Ministry families are invited to **come watch the stream of our Mini- Musical**, "Creation Celebration!" and enjoy some treats with the Children's Choir!

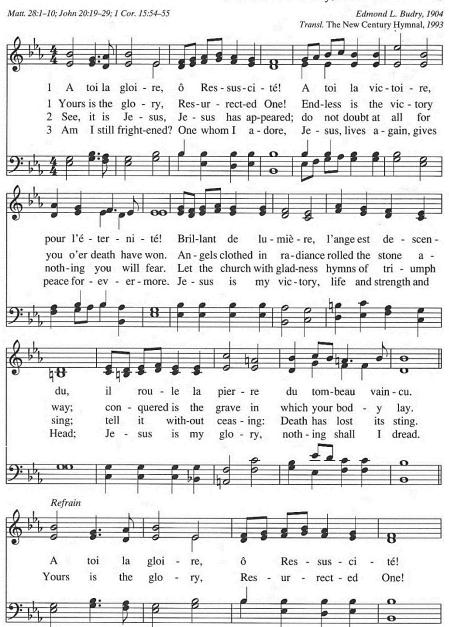
Come see yourself perform in some songs, and cheer on your Children's Choir friends for the rest of it!

Who: ALL Children's Ministry Kiddos (and Their Families!)
When: Today after worship, **Sunday**, **April 14**, **10:30AM** – **11:00AM**Where: Charel (agrees from the main church office)

Where: Chapel (across from the main church office)

A toi la gloire, ô Ressuscité!

(Yours Is the Glory, Resurrected One!)

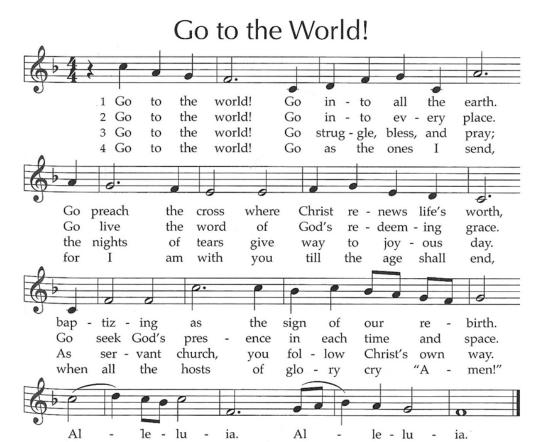


Swiss pastor Edmond L. Budry may have drawn his inspiration for this hymn from a German Advent poem set to Handel's triumphant music. The tune Judas Maccabeus is adapted from a chorus in Handel's oratorio of the same name.

Tune: JUDAS MACCABEUS 5.5.6.5.6.5.6.5. with refrain G. F. Handel, 1751

Yours Is the Glory, Resurrected One! continued on page 6...





Based on Christ's great commission (Matthew 28:19–20), this text was written for a Convocation of Emmanuel College in Toronto, the largest theological school of the United Church of Canada, a denomination formed by the union of Methodists, Congregationalists, and Presbyterians.

TEXT: Sylvia G. Dunstan, 1985

MUSIC: Ralph Vaughan Williams, 1906

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CHILDREN'S MINISTRY LOCATIONS FOR TODAY				
Upstairs, to the left	Upstairs, to the right	Downstairs		
Childcare Room	Nursery	Little Angel's Room		
Infants & Toddlers	K/1st Graders	Preschoolers		
Theater	Art Kitchen	Science Room		
	2nd/3rd Graders	4th/5th Graders		
Scripture Tent		Middle School Room		
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USHER TEAMS & AUDIO & VIDEO

APRIL USHERS: **TEAM 4**: Rick Detienne, Sue Detienne, Tim DeHart, Sheryl DeHart, Mary Gay Hornseth, Phil Hornseth, Sandra Hurm, Ron Hurm, Bill Ritcey, Gene Spindler, Cheryl Spindler

MAY USHERS: TEAM 3 & 6

AUDIO & VIDEO: Rick Behm, Kris Behm, Matt Feuerhelm

WORSHIP SCHEDULE FOR NEXT SUNDAY

"The Good Shepherd"

Pastor Katherine Willis Pershey

Psalm 23; John 10:11-18

Musicians: Dr. Nathan Birkholz, organ; Sanctuary Choir

ON THE CALENDAR				
Sunday, May 5	11:00AM	New Member Exploration		
Monday, July 8	9:00-11:00AM	Vacation Bible School		
-Friday, July 12	9:00-11:00AW			
Tuesday, July 16		Youth Trip to Great Lakes Regional Youth Event, Rock		
-Saturday, July 20		Island, IL		

WORSHIP NOTES (space for your personal notes/thoughts)

Joys and Concerns of Our Faith Community

Please keep these people in your prayers and greet them with a loving word when you see them.

Please call the church office if you have a prayer request: 920-733-7393

In cases of a pastoral emergency, please call 920-810-2600.

Sue Ahrens

David Andrus & Family

Jill Anthony, her sister & her nephew

Katie Behl and her sister, Barbara

Don Brittnacher

Chris Brittnacher's brother, Steve Reinkober Larry Schiedermayer

Karen Crawford's niece, Lori

Rev. Ralph Di Biasio-Snyder

Erstad's family friend, Silas, and his family

David Galow Ken Geiger

Margaret Hankwitz

Judy Hanson

JoAnn Helms

Shirley Hoft

Joan Jensen's son, John

Jean Jepson

Kathy Lannoye

Nancy Kandler

Helen McKean's daughter, Larri Jacquart

Our friends in Kerio Valley, Kenya

Gretchen Revie

Larry Schiedermayer
Frank and Pat Severin

Mike Seymour's mom, Debbie

Kinsley Tarr Gloria Tate

Jack Thiel Peter Thiel

James Totzke

Those living with mental unwellness.

The family of Ginger Uehling, as they grieve

her passing into eternal life.

Wilma Wydeven

Please call or email the church office if someone's name should be removed from the list. Thank you!



"Hello from our Back Bay Mission Team in Biloxi MS!" Pastor's Pen April 14, 2024

Co-Pastoring 101: A Time for The Spirit

We are beginning to write an exciting, new, and faithful journey together now that both co-pastors are here! And, as with every beginning, there is a lot of energy and excitement as well as a lot of disorientation and surprises as we re-order ourselves around the changes taking place. It reminds me of the beginning or the book of Acts which begins by commenting about the Resurrected Christ and his disciples:

While staying with them, he ordered them not to leave Jerusalem, but to wait there for the promise of the Father. "This," he said, "is what you have heard from me; for John baptized with water, but you will be baptized with the Holy Spirit not many days from now." -Acts 1:4-5

I am sure the disciples thought: Wait? Why should we wait? We are ready to get things going! But Jesus commanded them to wait. And in their waiting, the gift of the Holy Spirit came upon them. And it was the Spirit that ordered their efforts to found churches and spread the message with fervor and breadth. Their intentionality became an invitation for God's hand to shape their future.

We are also starting to re-order our lives together and being intentional to create room for the Spirit to lead. Therefore, church leadership will be intimately involved in creating the kind of community we seek to become. In order to accomplish this the Council Advisory Team (CAT) was created to supervise the work of Collective Ministry Team (CMT). CAT is composed of the Moderator, Vice Moderator, Treasurer, and Secretary. CMT is composed of the co-pastors and business administrator. CAT will be intimately involved in the final portfolio of the distribution of work and delegation of standing committees in CMT. This process will be a series of conversations between the formal leadership of our church: CMT, CAT, council, every standing committee, and additional task forces or committees. This is a congregationally driven process that will focus upon gift-based collaboration resulting in portfolios for the Staff Leadership Team that align with our strategic vision. And it will take some time. Which means waiting is in order. More communication will be forthcoming.

First and foremost, with oversight from CAT, the co-pastors must start to divide out the official standing committees where we will offer our gifts. This will

begin in late April. You might wonder what these areas are: here are the specific responsibilities we are asking the Holy Spirit to help us divide focusing on strengths, passions, and experience.

- Oversight of Children, Youth, and Families Team
- Coordination with the Adult Education Team
- Supervision of Music Ministries
- Supervision of CYF Ministries
- Planning and management of church-wide communication
- Oversight of the church wide strategy for stewardship
- Oversight of Congregational Life Team
- Support of long-range planning

In addition to these areas, it is the co-pastors that are mutually responsibility to provide spiritual leadership to our congregation with the guidance of the Holy Spirit, provide continuing education and partner with lay leadership. We do all this in concert with the important leadership and work of our business administrator, whom we have not yet hired and will also be a new position. We invite you to read the full Co-Pastor Job Description posted on our church website or by opening this link: Co-Pastor Job Description

A lot of clarity will start to take shape quickly, but, for now, we wait. We wait because we trust in collaboration, which takes time. We wait because doing something new means having the bandwidth for something new to unfold. We wait, trusting that through congregational oversight and careful discernment of spiritual gifts, the Spirit will faithfully organize us for this next season together.

Meantime, hold this process in prayer and we encourage you to also ask: God, where do you want me to serve with the gifts you have given me?

Grace and Peace,

Pastor Nick

The Open Door Announcements

For more information on these announcements and other events, please visit our website, weekly e-newsletters, and social media.

The Indigenous People's Allies Committee (IPAC) is pleased to announce the "We Are Still Here – Speaker Series." The first presentation is today, Sunday, April 14, from 10:45AM-12:00PM in Fellowship Hall, featuring Debra Morningstar. She will present on the topic of "Hollywood Indian" – dismantling dangerous Indian stereotypes. Debra Morningstar is a professional storyteller, fiber artist and Oneida Tribal Citizen. The second presentation, on Sunday, April 28, from 10:45AM-12:00PM in Fellowship Hall, will feature Dr. Marcus Lewis. He will present on the "Impact of Ho-Chunk Boarding Schools." Marcus has worked as an educator in diversity, equity, and inclusion for over a decade, dedicating his career to working in higher education and inclusive advocacy. Adults and teenagers are welcome to attend.

National Health Care Decisions Day: Imagine you are in an accident or develop a serious illness and you can't make health care decisions for yourself. Who would make those decisions for you? Would they really know what you want? Advance Care Planning is making sure the people who matter know what matters most to you so they can follow your wishes. It is also important to know that Wisconsin is not a "next of kin" state meaning that spouses or parents of adult children are not automatically able to make health care decisions for their loved ones. That is why making these plans and completing the legal forms for Wisconsin is so important. Today, April 14, join Ben Adams, retired elder law attorney, and Sue O'Neill, RN in the Upper Lounge any time after church to have your questions answered and get the paperwork needed to help complete this process. If you are unable to attend, you can contact Fox Valley Advance Care Planning Partnership at fvacpp@gmail.com or visit their website at http://www.FVACPP.org They can also be reached at 920-997-8412. All their services are free.

<u>CMN Scholarship Fund Request for Donations</u>: Donations to our church's College of Menominee Nation Scholarship Fund encourage and support students of all ages, of all nations...Indian and non-native, who are seeking to improve their life with solid educational foundations.

EJWG & ESTHER Save the Date!! On Tuesday, **May 7**, our church will host a film showing, co-sponsored by the Economic Justice Work Group and ESTHER, of "The Invisible Class." This documentary examines the systemic causes that have created homelessness. Doors open at 5:30PM, and the film showing is in the sanctuary at 6:00PM followed by a panel of speakers. This film contains some strong language; not recommended for young viewers.

<u>Praise & Clays!</u> Come join Pastor Nick and other members of the church for a fun afternoon of sporting clays at Woodfire Lodge in Brillion on Sunday, **April 21** at 2:30PM. We will meet for a round of sporting clays then five stand shooting. After we will have dinner and a short devotional in the lodge together. Need a ride? New to the sport? Don't know anyone going? No problem! All ages are welcome. Clays cost \$36 per person plus an additional cost for shells and your cost for dinner. Please let us know you will be there! Reach out to Mark Dougherty at Doughertymark59@gmail.com with any questions or to RSVP.

<u>Church Library</u>: Each month in 2024 the library will focus on a theme and display books related to the theme. In April our theme will be Mental Health Awareness Month. Please check the display – you may find something worth reading.

Membership Exploration Gathering: Are you new to First Congregational and want to learn more about our faith community? Would you like to find a place to ask your



questions of faith and call your faith home? Then join Pastor Katherine and Pastor Nick after worship Sunday, **May 5**, 11:00AM-12:00PM in the Upper Lounge. We'll be talking about our journeys of faith. We will share about this church, our theology, and get to know one another. We hope to listen to the story of your spiritual journey and the questions that have guided you to seek new answers.

Please RSVP for the new Membership Exploration Gathering by signing up on the sheet in the narthex or by contacting the front office at info@uccappleton.org.

New members will be introduced in worship on Sunday, May 19.

Appleton Health Wellness Survey: City leaders in Appleton are seeking community

input to improve health and wellness throughout the city and are conducting a citywide <u>Community Concerns survey</u> to address various areas such as access to housing, affordable and nutritious foods, transportation, and education. The initiative aims to gather diverse voices from all parts of the city to create a comprehensive understanding of community needs. The survey closes on **April 30** and is accessible online or in-person at city hall and the public library.



Take the survey here!

<u>Diaper and Bedding Drive for World Relief</u>: Accepting any size disposable diapers, new sheet sets (full or twin), new or gently used comforters (full or twin). Donations will be collected in the narthex in the "Pack and Play." Volunteers of all types are needed at World Relief. Move-in Team and Transport Assistant are especially needed. If you are interested in helping, please contact the World Relief Volunteer coordinator, Trinity Vang, 920-714-3550, tvang@wr.org

NOAHH Requests: A woman who has completed in-patient treatment and is getting an apartment needs: a twin bed and mattress, shower curtain, cleaning supplies, dishes, and silverware. Also, a father reunified with his 12-year-old daughter needs a bunkbed for her and her half-sister, TV stand, bookshelf, small dressers, and a couch. There is a request for a bunk bed for children who have been sleeping on mattresses on the living room floor. Stackable storage bins, kitchen dishes, a pair of shoes for a 9-year-old girl, size 9.5 wide, and a washer and dryer are needed. NOAHH is also looking for a volunteer driver to pick up and deliver donations. Mileage will be reimbursed. Please call Barb Mincheff 920-832-5515 or Sue Ahrens 561-531-3211.

<u>E2F (Empty to Full) Pans</u>: On Sunday, May 5 & 12, we will once again participate in a project to allow members to prepare food in their own home for these shelters: Pillars, COTS & Apricity. It's simple:

- Pick up an empty pan on Sunday, May 5 after the church service
- ♦ Follow the simple grocery list & purchase the ingredients to make the dish (Approx. \$13.00)
- During the week prepare the simple recipe & fill the pan (So simple...no cooking required, not even the pasta)
- ♦ Place the prepared pan in your refrigerator or freezer
- Bring the prepared pan with you to church on Sunday, May 12
- Enjoy the great feeling of using your gifts to nourish others

If you aren't able to bring back the pan on May 12, it can be brought to the church kitchen the week before. Check in at the office. Please don't take the pan directly to the shelter. If this doesn't work, please contact Cindi MacSwain: cmacswain@new.rr.com

<u>PopEarth Trivia Night</u>: PopEarth, an Environmental Conservation Organization, is hosting an Earth Week Environmental Trivia Night at McFleshman's Brewing Company on Tuesday, **April 23**, from 7:00-9:00PM. We hope you can join us for some free fun in celebration of Mother Earth and Earth Week 2024! There will be prizes, and McFleshman's will have beverages for purchase. If you would, please invite others, including members of your own groups and networks. We would really appreciate it. The more the merrier!

This Week's Schedule

Monday, April 15 4:00-6:00PM

4:00-6:00PM Outreach Ministry – *Upper Lounge and Zoom* 6:30-8:30PM Fox Valley Flute Choir – *Sanctuary* This Week's Schedule continued on page 15...

Tuesday, April 16

9:00-10:00AM Strong Bodies - Fellowship Hall 1:00-2:30PM Chrysalis - Upper Lounge

2:00-4:00PM Library Committee Meeting – Church Library

6:30-8:00PM Safety Committee – *Upper Lounge* 6:30-8:00PM The Invisible Class - *Theater*

6:30-7:30PM Living Sober AA – Common Grounds 7:45-8:45PM Fireside AA – Common Grounds

Wednesday, April 17

10:00-11:00AM Adult Ed – Upper Lounge

10:00-11:30AM Isaiah Project Meeting – Isaiah Room

12:15-1:00PM Loving Acceptance Meditation Group – *Upper Lounge*

2:00-3:00PM Peabody/Heritage Worship - Chapel at Peabody

5:30-8:30PM Childcare - Childcare Room

5:45-6:25PM Youth Handbells – *Amistad Room* 6:30-7:30PM MS Youth Group – *MS Youth Room* 6:30-7:30PM HS Youth Group Party – *HS Youth Room*

Thursday, April 18

7:00-8:30PM

9:00-10:00PM Strong Bodies - Fellowship Hall

11:00AM-12:30PM Finance Committee Meeting – *Upper Lounge*12:00-1:00PM AA Search for Serenity Group – *Common Grounds*12:00-1:30PM Theology Discussion Group – *Chefo's Pancake House*

12:30-6:30PM HR Committee: Interviews – *Upper Lounge*

6:30-8:00PM Family/Friends NAMI Mental Illness Support Group - Upper Lounge

Sanctuary Choir - Sanctuary, Choir Room

6:30-8:00PM SOAR Fox Cities – Fellowship Hall 7:00-8:00PM Fox Valley 94 AA – Common Grounds

Friday, April 19

7:00-8:00PM Al-Anon - Upper Lounge 7:00-8:30PM N.A - Common Grounds

Saturday, April 20

7:00-8:00PM Fox Valley 94 AA – Common Grounds

Sunday, April 21

9:25AM-12:00PM Childcare - Childcare Room

9:30-10:30AM Sunday Worship- Chapel, Sanctuary, Upper Lounge

9:30-10:30AM Children's Ministry – CYF Wing

10:45-11:45AM Small Group for Parents – HS Youth Room

11:00AM-1:00PM Isaiah Project – Fellowship Hall

4:30-5:30 PM LU Music Scholars' Rehearsal – Choir Room, Sanctuary

7:00-8:00PM First Things First AA Meeting – Fellowship Hall, Common Grounds

7:00-8:00PM AL ANON - Chapel / Alateen - Upper Lounge

Land Covenant

The land now occupied by Appleton, Wisconsin and surrounding areas - including the current site of First Congregational UCC - was the home, hunting, gathering, and farming land of the First Peoples of this territory: the Ho Chunk Nation and the Menominee Nation.

Other tribes were forcibly re-located to this region by the actions of colonialism. Despite centuries of reprehensible treatment, the peoples of these sovereign nations are robust and enduring among us.

We are truly saddened by the genocide of their ancestors, the seizure of their lands, and the repression of their cultures and languages. We acknowledge that we benefit from the economic and social legacy left by settler colonialism.



We are grateful that many members of these original Nations have honorably served and defended the United States. We strive to honor their cultures and their insightful stewardship of this land and all creatures on it, recognizing our common interest in protecting its air, water, soil, and web of life for all future generations.

We commit ourselves through study and immersion experiences to learn the history and cultures of these peoples and their traditional knowledge.

We are "The Church of the Open Door," a welcoming and inclusive Christian community. No matter who you are or where you are on life's journey, you are welcome here.



724 E. South River Street | Appleton, WI 54915 920.733.7393 | uccappleton.org
Office hours: Monday – Friday, 9:00AM – 3:00PM