

Pastor Don Fitchett, of Maple Avenue Baptist Church, looks over a certificate he received from his first church in Shedden.

Photo by Ted Brown



EMPLOYMENT OPPORTUNITY

The Engineering and Public Works Department requires a full time ADMINISTRATIVE ASSISTANT

Reporting to the Administrative Supervisor, this multifaceted position supports the staff of the department, which includes the following duties.

RESPONSIBILITIES

- Respond to all initial telephone and counter inquiries •for the Engineering & Public Works department.
- Handle incoming and outgoing departmental mail and faxes.
- Purchase office supplies, copying & printing supplies, technical literature & reference material.
- Assist engineering staff with correspondence, tenders, council reports and other related documents.
- Maintain the department's file management program.
- Provide backup for attendance recording and processing of mileage and expense reports.
- · Coordinate advertising for all sections of department.
- · Coordinate meetings and room bookings, emergency/fire evacuation procedures for the
- Processing and recording of requisitions, purchase orders and invoices for approval.
- Reconciling A/P invoices, updating blanket purchase order file and partial receivers to provide accurate expenditures for budget review.
- Maintain and monitor department's petty cash.
- Provide backup for the Administrative Supervisor. Provide backup for the town ActiVan Program
- (Special Transit) and Adult Crossing Guard Program.
- Provide other secretarial, clerical and back up support, as required.

QUALIFICATIONS

- Executive Office Administration Diploma or a 2-year post secondary diploma in a business related field.
- Exhibit superior interpersonal and communication skills, enthusiastic team player, possess excellent secretarial skills, organize workloads competently, complete work deadlines, display an aptitude for figures, provide confidentiality where required, and demonstrate the ability to function efficiently under significant time and workload pressures.
- Superior MS Word, MS Excel, MS Access skills.

SALARY RANGE

The salary range for this full-time position is \$31,318 to \$37,284 per annum.

Qualified candidates may submit a detailed resumé in confidence to the undersigned by 4:30 p.m., Friday, October 17, 2003.

Ms Jacqueline Bowles Manager of Human Resources The Town of Halton Hills 1 Halton Hills Drive Halton Hills, ON L7G 5G2 Fax: (905) 873-1431

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions regarding this collection should be directed to the Manager of Human Resources. We thank all those who apply, however, advise that only individuals selected for an interview will be contacted.

> 1 Halton Hills Dr., Halton Hills, ON L7G 5G2 Tel.: 905-873-2600 Fax: 905-873-2347

Baptist Church's Pastor celebrates 50th anniversary

Then Pastor Don Fitchett at Maple Avenue Baptist Church delivered his sermon to the congregation two Sundays ago, he admitted it wasn't a new sermon— he'd actually delivered it before.

But the congregation had no problem with him doing so, as it was the first sermon he preached to a small congregation at Shedden Baptist Church (near St. Thomas), 50 years ago to the Sunday.

"It was the last Sunday in September of 1953, and I was 21-years-old," recalls Fitchett, "I was a part-time minister at that church at that time before I was ordained. There were probably a dozen people in that congregation."

Originally a circuit church with the Baptist Church, Shedden was Fitchett's first church, before he was ordained following his education at Western University.

"I spent seven years at Shedden, then took courses at Western from 1960 until '63," said Fitchett. "After I was ordained, I moved to St. Thomas Baptist Church."

Remaining at St. Thomas until 1980, Fitchett held charges at Kitchener Baptist Church from 1980-88, then moved to Orangeville until he retired in December of

He has held the position of interim minister at Maple Avenue Baptist for the past year, while the congregation is searching for a full-time pastor.

"I felt it was appropriate to use the same sermon as that first time in Shedden," said Fitchett. "I remember being so nervous before delivering it that first time— I read it over twice and it was seven minutes long."

"Strangely," he joked, "I wasn't anywhere near as nervous this time."

Fitchett has a number of interesting ties with the Georgetown Church he is now

leading.

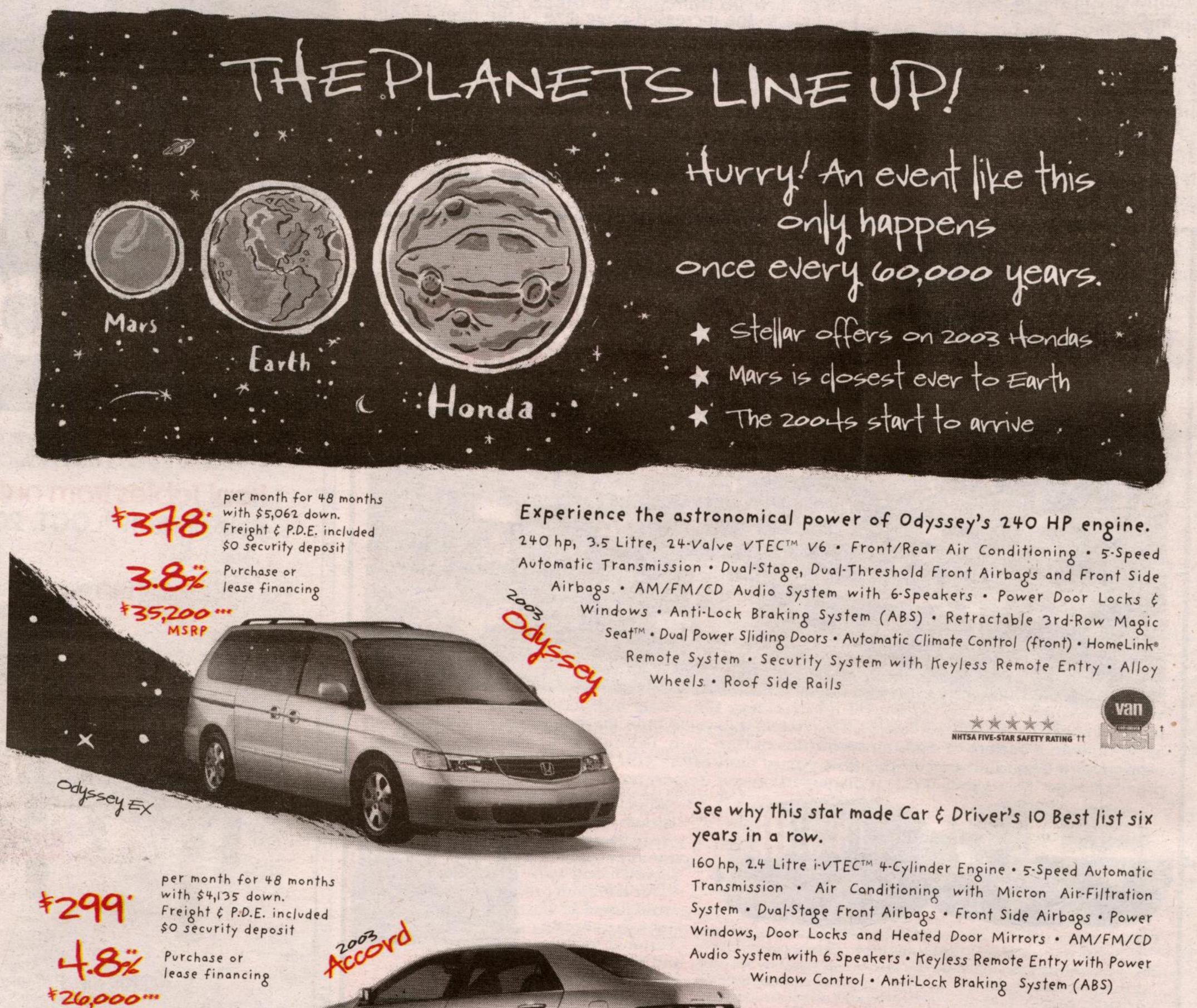
"The first minister at Maple Avenue (Baptist) from 1960 until '66 was Rev. Bruce Woods," said Fitchett. "Interestingly, Bruce Woods was the one who lead me to the Lord when I was a teenager."

The connections with Maple Avenue don't stop there. A subsequent Maple Avenue minister, Rev. Ed Mitchell, was present for Fitchett's ordination.

As he celebrated his 50th year in the ministry last Sunday, Fitchett was visited by a number of old friends, many from his previous churches.

"I was most pleased to have the first infant I ever dedicated at Shedden, back in 1954, to be in the congregation Sunday," said Fitchett. "He brought his mother to the service— it was such a wonderful feeling, to see him and his mother, almost 50 years later."

—By Ted Brown, staff writer



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