



Calvary Lutheran Church

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To Whom It May Concern

I worked with Heidi Evans from June 2014 to September 2015 while I served as Associate Pastor at First Lutheran Church (Norfolk, VA). She provided administrative and communications support to the head pastor as well as the associate pastors during that time. She created a welcoming environment to a wide variety of visitors, and carefully screened incoming calls, dividing those truly needing crisis care from less critical concerns.

She directly assisted me by:

- Creating announcements and graphics to support the Family Ministry program
- Taking photos and creating videos of events like our annual Vacation Bible School program
- Helping to prepare for major events including New Members Sunday, and memorials
- Improving our computer network backups and systems
- Updating our online calendar
- Keeping the website and Facebook page running smoothly

Despite the intense demands of the job, Heidi always arrived to work on time with a positive, ready-to-work attitude. She would regularly put in extra hours to get projects finished in order for them to not simply be finished on time, but done well!

Sincerely,

Lauren T. Carlson
Pastor