

## Volunteer Activities Description

**Name of activity:** Office Help – Computer Data Entry

**Mission Team responsible:**

**How much time is required, and how often?** Not more than 1 hour at a time.

**When (time of day/week/month) is this activity performed?** Varies – on week days during office hours

**Please describe what this activity entails:** Entering communion attendance or membership information in the Shepherd's Staff program.

**How much training is needed to perform this activity? When is it provided?** About a half hour or less. Training is provided on an as needed basis.

**Where is this activity performed?** Church office

**Who does the volunteer report to?** Office staff

**Who can a volunteer contact for more info?**

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