

Volunteer Activities Description

Name of activity: Office Help – Mailings

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: Stuffing, sealing, and sorting envelopes for a congregational mailing.

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?

Name: Margaret Goerlitz

Phone / e-mail: 452-1550 or (margaret@stjohnselc.org)