

# Volunteer Opportunities

## profile



### Ministry Name **Office Volunteers**

#### Ministry and Task Description

Office volunteers can do a wide variety of projects. If you are interested in answering phones, assisting with the bulletins for Sunday morning, filing, or work on any on-going projects, the office volunteer service ministry is for you!

#### Time Commitments

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time:	9:00 am	9:00 am	9:00 am	11:00 am	9:00 am		
Stop Time:	5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm		

**Special Notes:** You can volunteer in any of those time frames as much or as little as you would like.

**Minimum Commitment Length (in weeks):** \_\_\_\_\_ There is no minimum commitment.

#### Meeting Frequency & Location

Weekly
  Every Other Week
  Twice a Month
  Monthly
  Other: \_\_\_\_\_ We offer volunteer opportunities the whole work day.

**Is this ministry seasonal?** (If yes give available dates.)  Yes  No **Dates Available:** \_\_\_\_\_

**Service Location:** \_\_\_\_\_ Volunteer office

#### Childcare Options

1-12yr old care provided?  Yes  No  
 Children can be present?  Yes  No  
 Children can serve?  Yes  No **Age Limits:** \_\_\_\_\_ 16 and older

#### Prerequisites / Required Training

Just a heart for God and a love for people.

#### This ministry is the best fit for people who: (list gifts, abilities, passions)

Are comfortable talking with people, like filing, answering phones

#### Leader Contacts: Home Phone: Cell Phone: Email:

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