

2016 Office Volunteer Duties

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<ul style="list-style-type: none"> • Answer phones • Enter attendance • Type prayer list 	<ul style="list-style-type: none"> • Answer phones • Greet walk-ins during Tuesday staff meeting • Prepare Children's Ministry materials • Help clean up from Women's Bible Studies 	<ul style="list-style-type: none"> • Answer phones • Stock paper • Print prayer list and prepare room for Wednesday night prayer • Prepare Children's Ministry materials 	<ul style="list-style-type: none"> • Answer phones • Stock paper • Print chord sheets for worship practice • Prepare Children's Ministry materials • Print CD labels 	<ul style="list-style-type: none"> • Answer phones • Stock paper • Fold bulletins • Hang posters • Prep communion trays and set up communion tables (4th Friday only) • Prepare Children's Ministry materials • Stage information table with sign-up sheets

Special Non-Weekly Volunteer Duties:

- Volunteer to assist with Discover, Explore, and New Member Recognition materials prep
- Assist with Baptism prep and follow up – printing and mailing certificates
- Volunteer to deep clean and organize the kitchen once a month

