

Editing

If you have experience in editing and/or using Microsoft Publisher, we need someone who can be a back-up for producing the weekly worship Bulletin and/or the monthly Connector newsletter.

Once trained, work can be done from home!

Contact Grace Donaldson, at 849-4625



Church Office Staff

Sue Gade—Church Business Administrator

Donna Kopan—Receptionist

Grace Donaldson—Assistant to the Pastors

Personnel Team

Charlotte Riddle—Elder

Jeff Foresman

Paul Jacobsen

Bonnie Fitzgerald

Opportunities
to Serve



Personnel
&
Office Help

Mailings

Large mailings are frequently sent to the congregation; the office staff needs help to assemble and prepare for mailing as well as taking the boxed envelopes (or Connectors) to the Post Office. Let us know if you would like to be on the contact list for this fun group project.

Contact Sue Gade, at 849-4625

*Also, every December we need folks who can label on the new year's offering boxes.

Phone Fill-In

On Friday mornings and on Tuesdays during staff meetings (and occasionally for a few hours on other days), the office needs someone to be in the reception area and answer the main phone. While there are folks who are currently doing this on a regular basis, we are in need of back-ups. Multi-line phone training will be provided

Contact: Donna Kopan, at 849-4625

Web & Computer

Are you someone who is computer savvy? Do you have experience creating or maintaining websites? How about experience with specific programs? We can always use a list of folks who can help out in these areas when there is a need.

Contact Grace Donaldson, at 849-4625

AV Experts

We are often in need of help setting up AV equipment for presentations. We need folks who can set up the screen, projector, and computer. If you would be willing to set up AV equipment, please let us know.

Contact Donna Kopan, at 849-4625

Word Processing

Occasionally we have large typing jobs, such as the Annual Report and the Church handbook. You can type them from home in your PJ's if you like!

Contact Grace Donaldson, at 849-4625

Personnel

Do you have an interest in developing & organizing Policies and Procedures?

Contact Charlotte Riddle, at 798-4211

