

So you want to be an office volunteer?

Thank you for your interest in volunteering to help in the office! We always appreciate the additional office coverage. Primarily, we would like you to answer the phone and greet any visitors, then pass any messages or needs along to the appropriate people. Other tasks (all subject to your comfort level) could include:

- Signing for and receiving packages
- Assisting with compiling and posting mail
- Copying items for the church, preschool, or members
- Proofreading materials and printing them, if needed
- Laminating items for the church or preschool
- Hanging Christ's Kids artwork as it is available

All information and training for tasks will be provided when you come into the office.

If you feel comfortable using the computer to assist with tasks, we may ask you to help with basic tasks such as copying data from the attendance slips and the Manna donation slips into the records online, editing the bulletin for the week, or similar projects. If you are interested, we will provide you with access to the needed documents and materials, as well as show you how to do all of these tasks. If you are no longer interested once you see the steps, you are of course NOT required to assist with them!

For all volunteers, we invite you to please make yourself comfortable and feel free to read, crochet, etc. We have a Keurig and a kettle, as well as mugs, K-cups, and tea bags that you are welcome to use. If you would like something specific, you are welcome to bring it to use. For your reference, being an office volunteer does NOT include:

- Cleaning preschool/sanctuary/toilets (A lot to ask of a volunteer!)
- Dealing with reimbursements/cutting checks/finances (Nothing you do should be this stressful!)
- Filing reports or documents (Let us do the tedious work!)
- Ordering supplies (We'll handle this—but let us know if you have any ideas!)
- Juggling (While many people at CUMC can juggle, you aren't expected to!)
- Singing (Unless you want to! No forced choirs here 😊)

If there are any **pastoral emergencies**, please inform Nick immediately. If he cannot be reached, contact Pastor Zach or Pastor Tawny.

If there are any **building emergencies**, please inform Nick immediately. If he cannot be reached, please contact Brenda Baer or Matt Ruser Sr., as they are co-chairs of the Trustees.

A list of emergency numbers will be provided in the office for you.

Thank you for your time! We so greatly appreciate it!