

BROAD STREET UMC MINISTRY OPPORTUNITIES

	Opportunity	When	Where	Contact
OFFICE COMMUNICATIONS	In order for every ministry of the church to function, it's purpose and plans have to be communicated to those involved and to whom you desire to minister. The majority of communication flows through the church office out to the congregation and surrounding community.			
	Newsletter Volunteer stuffing inserts and tabbing bi-weekly newsletter - those served - whole congregation - no training required	TAM - Every other Wednesday - usually less than 1 hour	Fealty Classroom or Conference Room	Marsha McKenzie
	Sunday School Attendance Volunteer enter data from Sunday School attendance sheets - those served - new visitors, staff -some familiarity with computers helpful	OAW - Every Tuesday - 1-2 hours	Church Office	Marsha McKenzie
	Worship Attendance Volunteer enter data from Worship attendance sheets - those served - new visitors, staff -some familiarity with computers helpful	OAW - Every Monday - 1-2 hours	Church Office	Marsha McKenzie
	Special Mailings Assistant - those served: whole or subgroups within the congregation - training (5 minutes)	AN - time varies, depending on need, generally runs 1-2 hours, depending on size of mailing	Church Office	Marsha McKenzie Bob Brazier
	Volunteer Receptionist answering telephones, especially during staff meetings those served - entire congregation - training provided	OAW - time varies, depending on need anywhere from 2 - 4 hours	Church Office	Marsha McKenzie

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	Opportunity	When	Where	Contact
	Sanctuary Pew Attendant - straighten and refill hymnal and Bible racks - refill racks with offering envelopes - sharpen pencils	OAM - Every Monday - 1-2 hours	Sanctuary	Marsha McKenzie
	Children's Bulletin Preparer - copy weekly children's bulletins - sharpen pencils - refill packets	OAW - Every Friday - 1-2 hours	Church Office	Marsha McKenzie
	Ministry Brochure Assistant collecting information to be put into ministry brochures - those served: People interested in the ministries of Broad Street UMC skill: willingness to call and talk to ministry leaders, collect information, collate and condense for a brochure	AN - As needed - 1-2 hours per ministry	To be determined	Marsha McKenzie