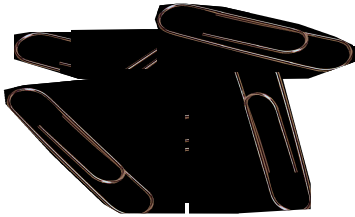


Holy Redeemer Parish Office Volunteers: An Overview



Holy Redeemer Parish thrives in large part due to its dedicated volunteers. Its crew of office volunteers are particularly important with a limited paid staff. The range of tasks that volunteers accomplish in the parish office are wide-ranging. There is always additional opportunities that arise seasonally or as the parish population continues to increase. If you are skilled in an office talent and have an hour to spare regularly or on occasion, there is a job that awaits you in your faith community.

WHO IS A CHRISTIAN STEWARD?

*ONE WHO RECEIVES
GOD'S GIFTS
GRATEFULLY,*



*CHERISHES AND TENDS THEM
IN A RESPONSIBLE AND
ACCOUNTABLE MANNER,*



*SHARES THEM IN
JUSTICE AND LOVE
WITH OTHERS,*



*AND RETURNS THEM
WITH INCREASE
TO THE LORD.*

HOLY REDEEMER PARISH

17010 NE Ninth Street
P.O. Box 871417
Vancouver, WA 98687-1417

Phone: 360-885-7780

Fax: 360-944-7560

E-mail: parish@holyredeemervanc.org

OFFICE VOLUNTEERS



HOLY REDEEMER CATHOLIC PARISH

Holy Redeemer Office Volunteers: The Opportunities

ALL REQUIRE A DAYTIME PRESENCE AT THE PARISH OFFICE UNLESS OTHERWISE NOTED.

BULK MAILING: Large mailings occur at least once each month and take approximately one hour to ninety minutes. No special skills or equipment required.

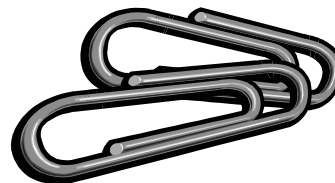
CAMPAIGN COORDINATORS: Volunteers are needed to assist with the Annual Catholic Appeal (May) and Sacrificial Giving (November) campaigns. Tasks include approximately four weeks of placing campaign materials in the pews for weekend Masses for each campaign and three weeks of recording pledges for the Annual Catholic Appeal; both tasks require approximately one hour each week. Legible handwriting preferred.

FRIDAY ROTATION: Every Friday, two volunteers in shifts of three hours each staff the parish office from 9:00 a.m.—3:00 p.m.; primary responsibilities include answering the telephone, greeting and assisting visitors, folding bulletin materials, and securing the office at closing time. Volunteers are scheduled approximately once every six weeks.

MISSALETTE CHANGING: These Sunday worship aids are changed four times annually, generally at Advent, Lent, Holy Week and May. In addition to the working crew, we are in need of an overall coordinator to schedule volunteers when the change times occur. Each change takes approximately one—two hours, depending upon the number of volunteers assisting. No special skills required.

MONEY COUNTING: Teams of three or four volunteers count on a rotating basis, approximately once every four weeks. Counting takes place Mondays, beginning anywhere from 8:00 a.m.—1:00 p.m. depending upon the team preference, and takes approximately two hours. Basic knowledge of math and ten-key adding machines helpful.

WEEKEND ROTATION: Volunteers are needed to respond to requests for simple office tasks around weekend Mass times. Typical duties would be assisting visitors, scheduling Mass intentions, accepting donations, or providing registration forms. The volunteer would also assist the pastor with copying needs or other miscellaneous requests. Volunteers would be scheduled approximately once a month, in a shift from either 8:30—9 a.m. or 10—11 a.m.



Please indicate your area of interest by checking the activity listed below:



- BULK MAILING
- CAMPAIGN COORDINATOR
- FRIDAY ROTATION 9 - 12
- FRIDAY ROTATION 12 - 3
- MISSALETTE CHANGING
- MONEY COUNTING
- WEEKEND ROTATION 8:30 - 9 A.M.
- WEEKEND ROTATION 10 - 11 A.M.

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____



BEST TIME TO CALL

- MORNINGS
- AFTERNOONS
- EVENINGS
- WEEKENDS
- EMAIL IS BEST