



# The Communicats

## A church office ministry of St. Peter's Episcopal Church and School

### **THE OFFICE MINISTRY**

Thank you for considering the call to be an office volunteer. Your work is the foundation for everything this church does. The departments, staff members, and parishioners depend on the office to provide vital support work. Office volunteers need to be compassionate, have a desire to produce quality work, and patience. This is one of the most important ministries at St. Peter's.

As an office volunteer, you are the first person a visitor sees – whether it is the Bishop, a parishioner, a member of the community needing help, workmen, visitors seeing a new church home, colleagues from other churches in the community, or members of the community seeking a place to hold meetings, receptions, etc. The impression they have of St. Peter's is up to you.

As an office volunteer, you will be the first voice a caller hears. Many callers are seeking information (such as church services, hours, etc.) You will also be the first person to hear about both good news and bad. People phone the office in grief when someone is ill or dying, in joy when they want to share good news, in desperation seeking counseling, or when lonely and needing attention.

As an office volunteer, you will get to see and be part of the "inner-workings" of the church. To keep things running smoothly, office volunteers work directly with the parish administrator. All work assignments, other than routine assignments we described in this booklet, will come from the parish administrator. You and the office administrator may find yourselves in the position of holding together what seems like many loose ends at times. A commitment to working together and following-through on tasks is essential.

### **OFFICE OPENINGS**

- Shifts available are 9a-Noon or Noon-4p. Please call Chrisie in the church office at 257-8162 to inquire or volunteer. Thank you!!!!