

Administrative Team: Our admin team helps with many different jobs in the church office. These amazing volunteers help with many different tasks such as; preparing bulletins, compiling training materials such as Discovering Grace folders and prayer training manuals, a runner to help with the many different trips around town, and the design and management of our web page. So if you would like to volunteer an hour or several days, we could use your help. If you are interested in these volunteer opportunities please email Amanda at amanda@graceweb.net.

Weekly Opportunities

Fold Bulletins - Every week bulletins need to be folded for the service. Bulletins are printed on Thursday morning and this person would be responsible for folding them and placing in inserts. This process only takes about an hour every week.

Compile Sermon CD's - This process normally takes about one hour per week

Runner - Supplies from around town are needed for all ministries every week. This person would purchase all supplies needed for week at various local stores. This will normally take one to two hours per week.

Database Manager- Data from the Connect Cards needs to be placed in our online database system. This process normally takes about one hour per week.

Weekly Email - This requires compiling and sending out the weekly What's Happening at Grace email and updating the What's Happening at Grace web page. This process normally takes one to two hours.

Bulletin – This requires compiling upcoming events into the bulletin to be printed weekly. This process takes two to three hours.

Periodic Opportunities

Compile Discovering Grace/Prayer Team Folders – Folders need to be made about 6-8 times a year. The week before this event folders need to be prepared for the participants of the class. This process normally takes only one to two hours.