

St Mark Catholic Church volunteer positions available to be filled

Office Assistance: Familiar with technology

- Microsoft Word, Excel, Access database too welcomed
- Is able to enter data into spreadsheets,
- Is able to maintain information that relates to vocations and ministries
- Is able to maintain and create forms required (prayer request form, clergy notification form etc.)
- Answer the phone and provide information
- Money Counter for offertory collection

Parish/Children's librarian (after Sunday Mass @ 8:30 AM)

- Intake of religious books for children and young adults
- Catalog and maintain the library using electronic means
- Offer books to read after Sunday Mass and during Family Faith Events and/or FF and Youth ministry
- Communicate with borrowers and lenders to restock supplies (using text messaging where possible)

Volunteer activity coordinator

- Can work with councils and parish office during events
- Co-ordinate Set up and Tear down activities
- Organize sign-up sheets
- Follow up on items needed for the event
- Coordinate with any facilities persons (needs for chairs, tables, tents etc)
- Be available to answer questions (phone or email or text)