

OFFICE HELP MINISTRY



MINISTRY DESCRIPTION/OVERVIEW:

The Office Help ministry is a great way to support the mission and vision of Our Lady of Mercy through administrative tasks. This ministry provides an opportunity to use your gifts of organization, people skills, and attention to detail in a warm environment. Once or twice a year members are called to come into the parish office to help with small projects or answering phones while staff gives attention to expanding their ministry outreach.

ACTIVITIES OF MINISTRY:

- Answer phones
- Receive people who come into the office
- Light typing (if able)
- Filing or other paperwork.
- Assist the staff by making phone calls for a specific event or to thank people
- Assist with one time projects
- You may bring a book or other personal work if there is a slow period in the office

EXPECTATIONS OF MINISTRY

- When regular office staff is on vacation, commit to work in the office at least one day, or more if you are available.
- Learn the phone system
- Volunteer hours are usually in the morning and are two to three hours shifts
- Enjoy talking with people
- Exhibit hospitality

Witness Statement 1:

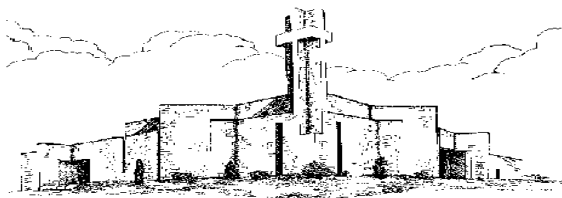
Helping in the parish office is an opportunity to volunteer with a needed skill. As a relatively new member of Our Lady of Mercy Parish, it has allowed me to not only give my gifts and talents as an office professional, but also to meet new people, learn about the parish and feel like a member of the parish family.

Jeanne J

Witness Statement 2:

When our regular office staff is away I always feel better knowing that there is someone in the office to greet anyone who comes in or calls on the phone.

As a parish staff we feel very strongly about the ministry of presence. -Donna



Our Lady of Mercy Church, Harborcreek, PA
Ministry Coordinator: Donna Clark
Contact information: 814-899-5342
dclark@ourladyofmercychurch.org

Or

Katie Stephenson: 814-899-5342
secretary@ourladyofmercychurch.org