

INFORMATION DESK

THE INFORMATION DESK IS THE FIRST PORT OF CALL FOR ANY QUESTIONS AND INQUIRIES FROM THE CONGREGATION OR VISITORS, AS WELL AS THE PLACE FOR PEOPLE TO SIGN UP TO COURSES AND PURCHASE CDS OR TICKETS FOR EVENTS

WHAT DO WE NEED?

- PEOPLE TO WORK AS PART OF A TEAM
- PEOPLE WITH A FRIENDLY DISPOSITION
- PEOPLE WITH A SMART APPEARANCE
- PEOPLE TO BECOME FAMILIAR WITH WHERE ALL FORMS CAN BE FOUND ON THE INFO DESK (E.G. FINANCE, DATABASE, MEMBERSHIP, ETC.)
- PEOPLE TO ASSIST WITH ANY QUERIES OR QUESTIONS THE CONGREGATION OR VISITORS MAY HAVE
- PEOPLE TO SELL TICKETS FOR MEETINGS AND EVENTS, OR SERVICE AND MUSIC CDS, AS REQUIRED

WHAT DO YOU NEED?

- TO SERVE ONCE A MONTH AFTER FIRST OR SECOND SERVICE (OR BOTH) DEPENDING ON YOUR PREFERENCES, FOR APPROXIMATELY 45 MINUTES
- TO ARRIVE AT THE DESK BEFORE THE END OF THE SERVICE (10.30AM FOR FIRST SERVICE, 12.30PM FOR SECOND SERVICE) TO ACQUAINT YOURSELF WITH CURRENT INFORMATION (AN UP TO DATE LIST WILL BE MADE AVAILABLE WEEKLY)
- TO HAVE A FAMILIARITY WITH THE ACTIVITIES OF THE CHURCH
- IT IS ESSENTIAL THAT YOU CONTACT THE CHURCH TO LET US KNOW IF YOU ARE UNABLE TO BE ON DUTY AS SOON AS YOU KNOW, SO THAT WE CAN ENSURE ADEQUATE COVER IS FOUND



FOR MORE INFORMATION OR TO VOLUNTEER IN THIS AREA, CONTACT



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