

## **Service Opportunity: Order of Service Assembler**

**Description:** Order of Service Assemblers will work in teams of two or three to copy and collate the weekly Order of Service and announcement inserts.

**Expected Term of Service Term:** One year or more.

**This opportunity will enable you to:** Volunteers will learn how to use the copy machines in the volunteer workroom and get to know other members of the team and church staff by working together.

**Skills needed:** Operating copy machines, folding the Order of Service, and assembling the Order of service with half-page announcement inserts.

**Training:** Training will be provided by the Church Administrator and will take about 20 minutes to learn how to use the copy machines, where to find supplies, how to restock supplies, and where to place the completed project.

**Number of Positions Open:** Multiple.

**Additional Information:** If there are enough volunteers, we will rotate the schedule so that a weekly commitment is not necessary.

**If interested, contact:** Church Administrator Kathie Bergman, 573-442-5764, [uuchurch@uuchurch.net](mailto:uuchurch@uuchurch.net).