Saint John the Baptist Catholic Parish

Position Description

Ministry
Mailers

Responsibilities

- Sort letters/forms/broachers that need to be mailed
- Stuff envelopes with mailing information
- Adhere proper label to the envelope
- Seal envelopes and prepare them for the Post Office

Qualifications

- Able to volunteer during the weekday
- Ability to use your hands

Time Commitment

One to three hours per time depending on the size of the mailing.

Mailings are done one to three times per month

Meet in the Board Room in the Parish Office

Training

None

Additional Requirements

None