COMMITTEE NAME	**OFFICE/ADMINISTRATIVE**
CHAIRPERSON	Vicky Schnackel 847-991-2080 office@allsaintspalatine.org
	Bev Laseke 9 -4:30 Tuesday through Friday
GENERAL COMMITTEE INFORMATION:	Staff and volunteers under Pastors' direction
WANT TO START GETTING INVOLVED BUT ARE NOT SURE WHERE TO START?	Consider signing up for . . . . . Assemble Bulletins - any Friday morning
AREAS WHERE WE NEED THE MOST HELP:	Assemble bulletins weekly; Collate, stuff big mailings occasionally
WANT TO SIGN UP FOR A JOB THAT YOU CAN DO ON YOUR OWN TIME SCHEDULE?	Try . . . . .
WANT TO SIGN UP FOR A JOB THAT IS A ONE-TIME EVENT AND NOT ON-GOING?	Try . . . . .Help to assemble annual report - usually on one particular day about 2 weeks before the Annual Meeting (about January 14, 2011)
TASK	**DESCRIPTION OF TASK FREQUENCY/TIME COMMITMENT/SKILL REQUIRED**
Church office mailings	Collate, Fold and stuff letters etc - occasionally
Church office volunteer	Answer phones, greet visitors, other projects - on call occasionally
Printing/layout/design	Sign up - on call for special projects
Typing	Sign up - on call for special projects
Writing & Editing	Sign up - on call for special projects
Assemble bulletins (Friday morning)	Team of 2/3, Usually less than 1 hour collating weekly, once every 6-7 weeks.