

## Parish Office Volunteers



This ministry assists the Pastor and the St. Thomas the Apostle community by staffing the parish office. Normal tasks include:

- Answering the phone(s)
- Taking messages
- Routing questions to the appropriate person or ministry,
- Scheduling facilities use and control the master calendar
- Record Mass intention requests
- Perform routine clerical tasks
- Sort and open mail,
- and other tasks as needed each day.

The office volunteers respond to the Pastor's daily needs from whom they receive leadership and direction, and interact with all Ministries as needed, in particular:

- Finance Council for decisions on equipment, supplies, and bill payment and
- Calendar Coordinator for keeping the master calendar current.

The volunteers strive to meet the needs and requests of individuals who contact the office by phone or personal visit.

The Parish Office hours are: Tuesday through Friday from 9:00 AM to 12:00 Noon.

If you would like to join, just call the Parish Office at (530) 533-9262 or stop in and say hello!