

Grace Episcopal Church Ministry Role Description 2025

Ministry Name: Office Volunteer

Leader: Bett Bryant, Office@graceepiscopalkilmarnock.com, 804-435-1285 ext #3

Leader role, responsibilities and duties

Ministry member role, responsibilities and duties

- Answer phones, take messages, and return calls
- Check Grace House fliers for expired dates
- Check and refill peppermints dish
- Check Church pews for brochures, etc and restock when needed
- Go on the Grace Church web page and look for needed updates
- Address cycle of prayer cards and assist with mailings
- Check bulletins over for edits