



# Rev'd Carol, and Christ Church, Lancaster are looking for volunteers to help with parish administration.

*Do you have the skills and time to...?*

- Work with the Vicar, Wardens and church leaders in the smooth running of community life
  - Be a welcoming face of Christ Church and it's Christian ethos
- Typeset letters, leaflets and documents, including preparation for Weddings and Christenings
  - Invite people to events, and share key information with the community by phone, email, social media and the web
  - Help us upgrade our communication software
  - Order supplies for the hall, church, and office
  - Raise invoices for bookings, fees and services
  - Help with counting and recording donations
- Work with the Wardens to arrange routine maintenance and servicing of our buildings

*If some (or all) of these apply to you, we'd love to hear from you!*

The role is subject to references and DBS clearance.

For more details, and to discuss the role, please contact  
Rev'd Carol Backhouse 01524 942105  
[revcarolbackhouse@gmail.com](mailto:revcarolbackhouse@gmail.com).



