

Outreach, welcome and communication

Activity Name: Cathedral Parish Mailing Group
Staff Contact: Mary Bennett, Director of Administration

Description of this opportunity:

The Cathedral Parish thrives by keeping in touch with parish members and the general public. Mailings you eagerly receive with current information about the Cathedral's Fine Arts Programs, Human Concerns activities, general Parish news or the St. Patrick's Dinner/Auction are all compiled by a group of volunteers. The tasks of folding, stuffing, stamping and sealing the envelopes, flyers and brochures are the special work of the Cathedral Parish Mailing Group. As a member of this group, you will prepare materials for mailing in a pleasant office setting with opportunity for meeting new friends and catching up with old friends. You will work seated at tables and could be asked to lift small boxes or mailing trays.

Commitment of time

Volunteers are needed throughout the year. Sometimes we may need your help once a month while at busier times, several mailings can occur in a single month. Mailing activities take place on weekday mornings or afternoons and normally in 3-4 hour shifts. Most mailing activities will require 4-6 people. You can volunteer for one or more shifts depending on your available time. Volunteers are needed for this Pool approach. We will note your interest and availability during different days of the week and call you as needed throughout the year. Most volunteers could expect to be called for work 2-3 times during the year.

Best Qualities for Cathedral Mailing

This activity does require an eye for detail and an ability to follow precise directions. We will give you specific directions about order, label location and zip code order for example and ask that you follow these directions for all pieces of mail. Beyond this, you should be able to work carefully at a repetitive task.

Need for volunteers:

Currently, we have a pool of 10-12 regular volunteers. We would like to double this pool to approximately 25 persons available at some time during each month. This activity is appropriate for adults.

Volunteer coordination by:

Mary Bennett – Cathedral Director of Administration

Location:

Mailing activities take place in the Weakland Center usually on the second floor. The building is handicapped accessible and located on or near several bus routes.