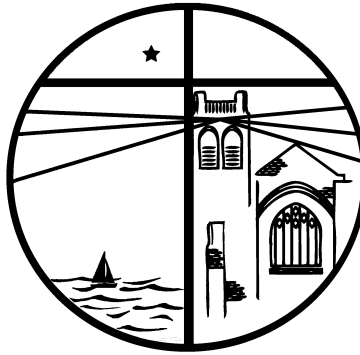




*Grosse Pointe Memorial Church
Volunteer Job Description*

Material Prep

Overview: Material prep supports the church's mission to "continue God's transforming work by worshiping God joyfully, welcoming others graciously, supporting one another lovingly, and faithfully responding to our community and world with compassion." Christian Education programming requires materials each week for Sunday School and Children's Church lessons. Most of these materials are custom made and require cutting, sorting, and laminating. Volunteers would assist with these tasks as needed.

Responsibilities:

- When available to assist, contact the Children's Ministry Director to find out what the current needs are for materials
- Accurately cutting times, organizing pages, and sorting materials as directed by the Children's Ministry Director
- Can be completed at the church or taken home and returned completed

Relationships:

- The CE material prep volunteer reports to Children's Ministry Director

Time Commitment:

- Anytime you are available and willing!

Special Talents, Skills Preferred: Administration organization, helpful, straight at cutting, and can use a laminator

Resources and Training Provided: All supplies will be available.

Contact: Click [here](#) for the appropriate contact information for the leader of this ministry area. We'd love to have a no-strings attached conversation about your interest in this position!

Written/Revised 10/6/2025