



DAUPHIN WAY
UNITED METHODIST CHURCH

Volunteer Role: BULLETIN FOLDING

Purpose:

How does this position “make disciples who make a difference”?

To support the Communications Department by assisting with the preparation of bulletins for Sunday services. This role is essential to ensuring that bulletins are printed, folded, and assembled accurately and on time.

Key Responsibilities:

- ✧ **Monitor the printer** during bulletin printing to ensure smooth operation and address minor issues as they arise.
- ✧ **Use the folding machine** to accurately fold bulletins.
- ✧ **Notify the Communications team** when paper, toner, or ink supplies are running low to ensure timely restocking.
- ✧ **Maintain a working knowledge** of the printer, including the ability to replace toner and ink cartridges when needed.
- ✧ **Print and cut bulletin inserts** using the paper cutter, as needed.
- ✧ **Assemble bulletins** by inserting printed inserts where applicable.

Requirements:

- ✧ Strong **attention to detail** to ensure bulletins are printed and folded neatly and accurately.
- ✧ A **crafty and organized** mindset, comfortable working with paper materials and equipment.
- ✧ Ability to use a **paper cutter** safely and precisely.
- ✧ Willingness to learn basic troubleshooting and maintenance of the printer and folding equipment.

Time Commitment:

1–4 hours per week, depending on the size of the upcoming Sunday service and the number of bulletin inserts needed.