

## Job Descriptions for “Smiles at St. Peter”

*(This job description accompanies the article “Smiles at St. Peter” at <http://www.theequipper.org/profiles/smiles.asp>.)*

**Purpose** - To increase awareness in others of the variety of activities taking place at St. Peter. People involved at St. Peter are happy! Let’s increase the number of smiling faces at St. Peter.

**St. Peter Photographer** is responsible for taking photos of members involved in activities such as: church, school, sports and volunteering. These include anything involving members both on and off the St. Peter campus. After taking photos, forward them to the appropriate St. Peter staff member. Personal or church camera (if available) may be used. Estimated time involved: 2-3 events per month.

**Photo File Manager** is responsible for organizing all photos submitted, for use for various projects at St. Peter.

**“Smiles At St. Peter” Program Starter** should arrive 15 minutes before the service begins.

1. Make sure the screen behind the altar, is raised. (NOTE: this responsibility is NOT yours, the ushers should have someone raising and lowering it for you).
2. Start and end the presentation of photos before the service begins. End the presentation when the church bells begin ringing.
3. Lower and raise the altar lighting before and after presentation.

Serve: 2 – 3 services per month.

**Qualifications:** For each of the above positions volunteers must be reliable, organized, and technical in their specific area (i.e. camera operation, computer photo program, etc.) Each person will be trained.

**Benefits:** You will become aware of all the activities happening at St. Peter. You will experience increased pride in St. Peter and you will smile more!

**Length of Commitment:** 1 year

You will have the opportunity to “try it” several times by shadowing someone involved before you commit to the responsibility.

Thank you for your assistance with this project! There are printed instructions and experienced people to assist with your training on the various responsibilities.

