# Peoples Congregational United Church of Christ

4704 13th Street, NW

Washington, DC 20011

***ABOUT OUR FATHER’S BUSINESS: GIVING OF OUR TIME, TALENT AND TREASURE***

**SKILLS INVENTORY/VOLUNTEER QUESTIONNAIRE**

**CONTACT INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Month/Day) (Primary) (Alternate)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Street) (City) (State) (Zip code)

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIALIZED WORK EXPERIENCE/SKILLS**

Please list your professional/work experience or skills you are willing to share in order to support the achievement of the Church’s mission, vision and goals.

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**AVAILABILITY**

Please indicate day/days, time(s) you are available and areas you wish to provide assistance by placing a check next to the selected item.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Annually |  | Monday |  | All Day |  | Church Office/Records Management |  |
| Quarterly |  | Tuesday |  | Morning |  | Emergency Medical Group/Usher Board |  |
| Monthly |  | Wednesday |  | Afternoon |  | Facilities/Building and Grounds/Security |  |
| Weekly |  | Thursday |  | Evening |  | Tech Support/Training |  |
| Daily |  | Friday |  | Flexible |  | Music and Arts |  |
| Special Projects |  | Saturday |  |  |  | Legal/Financial Services |  |
| Flexible |  | Sunday |  |  |  | Youth Services/Community Outreach |  |
|  |  |  |  |  |  | Trainer/Group Facilitator/Speaker |  |
|  |  |  |  |  |  | Other: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Computer Skills** | **Proficient** | **Good** | **Fair** |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft Outlook |  |  |  |
| Microsoft Access |  |  |  |
| PowerPoint Suite |  |  |  |
| Publisher |  |  |  |
| QuickBooks/Quicken |  |  |  |
| Other: |  |  |  |

Submit: yhunter@peopleschurchucc.org