



## Use Your Gifts

### **Facility, Financial and Office Teams**

#### **Facility Teams:**

Auditorium- Assist with getting the auditorium ready for Sunday Celebrations and other special occasions

Green Thumb Team - Do you like gardening? Use your skills to present a welcoming first impression of NHF's property. The team meets the 2<sup>nd</sup> Sunday of every month after the 2<sup>nd</sup> service.

Maintenance – Use your talents in the different areas of electrical, plumbing, painting in order to keep NHF facilities in good shape.

#### **Financial and Office Teams:**

Counting Team- The team receives and processes the contributions after each Celebration. Tasks range from preparing the bank deposits to making check copies, to putting envelopes in alphabetical order.

Financial Operations- The team handles the day to day accounting activities from entering accounts payable, writing checks, monthly bank reconciliations and entering data into Access data base. NHF membership is needed.

Office Volunteers- NHF regularly uses volunteers to assemble booklets, prepares mailings, fold programs, makes phone calls and other needed tasks. Needs exists for both in- office and at-home tasks. You may specify your availability and which task you would prefer.

Ushers- Assists by taking up the offering during each Sundays Celebration. Serve during the Celebration you attend.

Please contact Jose March at 919-303-5266 ext 105. or [finance@nhf.cc](mailto:finance@nhf.cc)