



Opportunities to serve

X:site Birmingham has now been running for well over a year, and there are now many more opportunities to get involved and use your gifts! Below are areas where we really need you ... please pray about it and get in touch!

Administration

Do you have a basic knowledge of Microsoft office? We need someone to help with:

- Inputting data from each X:site event (people attended, any changes in contact details etc...) using a spreadsheet programme
- Type letters to children and parents, and 'mailmerge' to send to all addresses (if you don't know how to do this we will show you. Its easy once you know how)
- Stuffing envelopes
- Photocopying
- Maintaining child and church contacts database
- Researching local contacts

We would envisage this taking approximately 4 hours a week on average. If there are a couple of people who are interested, the role could be split (eg one to maintain databases/computer work, another to stuff envelopes/photocopying etc...). You will be working closely with the overall leaders and the registration team on the day. Please get in touch if you think this sounds like your cup of tea!

Publicity

Are you interested in working with people? We are looking for someone to help with spreading the word of X:site around local churches. This can be in the form of producing flyers, networking by talking to local children's workers (at local schools and churches) and ministers. This is a role that can suit a variety of people – please get in touch if this looks like your niche!





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Web

Our current 'webmaster' is unable to continue with the maintenance of the web site after September 2008. We are looking for someone to work alongside over the next couple of months to learn how to update and manage our webpage. It does not necessarily have to be someone who knows a lot about web pages, but a little computer background knowledge would be helpful. The main roles are:

- Make sure all is up to date!
- Adding photos soon after the event
- Replying to comments received from the web
- Changing details as required
- Updating the teaching programme
- Adding new dates
- Adding updated versions of all the downloads are available online

Again, please contact us if this is right up your street!

First Aid

At X:site, we need at least 3 first aiders on site for each event. This is a role that does not need any time outside the main event. You must have completed a first aid course within the last 2 years, or be prepared to undertake a course. There are so many qualifications available (too many to list) so if you are interested, please email with the title of course and training organisation, the number of hours completed, and the date of qualification. (For example, First aid at work, St Johns Ambulance, 24 hours, 10/12/07). If you are interested in taking on this role, but do not have a current qualification, please do get in touch and we can chat with you about this (probably over coffee!).



And if you are not already a member of the team you will be given your very own X:site Birmingham Tshirt!! (Do I hear a whoop whoop?!)

Please pray about these roles, and if you feel you do not have the time to give at present, please think of any friends in your church that may be able to. Please feel free to forward or print out and pass on this email, and if you would prefer this information in a format that is easier to distribute, please email birmingham@xsiteuk.org (or follow links from the web page).

Thank you for your time.

From the X:site team

