



North Dallas Community Bible Fellowship

BOOKSTORE MINISTRY Volunteer Application

Our mission is "...to prepare God's people for works of service, so that the body of Christ may be built up." *Ephesians 4:12*. The Bookstore is a great way to get connected with members and also provides a vital service to your church family.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone # (Cell): _____ Telephone # (Hm) _____ Email: _____

Duties include: Merchandise and media product sales; inventory maintenance and upkeep; duplicating CDs/DVDs, webpage promotions, and merchandise marketing. Bending, lifting, and stooping may be required.

Availability: (Circle your preferences) Volunteers are asked to support the Bookstore Ministry at least one Sunday and one Wednesday each month.

Sundays: 1st 2nd 3rd 4th 5th Time: 1st service 2nd service 3rd service All 3

Wednesdays: 1st 2nd 3rd 4th 5th Time: 1st service 2nd service 3rd service All 3

Skills: Able to perform under pressure, attention to detail, flexibility, computer literate, retail experience a plus, demonstrated customer service skills, effective and clear written/verbal communication skills.

Interest: (Circle) - Although you can specify the areas of your interest, the Bookstore volunteers are cross- trained in all operations. Rank the top three areas of the Bookstore that you would like to be involved in:

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|-----------------------|-----------------------------|------------------------|-----------|
| Book Selection/Review | CD/DVD Duplication | Décor/Maintenance | Display |
| Customer Calls | Website Updating | Procedures Development | Inventory |
| Mailing/Shipping | Merchandising/Shelf Signage | Sales | |

Describe your retail experience: _____

What physical limitations do you have that may hinder your ability to provide bookstore duties?

Thank you for completing this application!

NDCBF Bookstore 1020 S. Sherman Street, Richardson, TX 75081
Sundays: 9:00a.m. – 1:30p.m. **Wednesdays:** 6:00p.m. – 8:00p.m.