



# University Congregational United Church of Christ

Data Collection form for boards, committees and activities  
**Opportunities to get involved and serve**

Name of opportunity \_\_\_\_\_  
(e.g. Chancel Choir, Sacred Earth Matters, Worship and Music Board)

Description of responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Close date, if applicable \_\_\_\_\_

Contact person or leader \_\_\_\_\_

Best way to contact the leader \_\_\_\_\_  
(e.g. email, phone, stop by during activity)

Position Name \_\_\_\_\_  
(e.g. member, server, teacher, office help)

Number of positions requested \_\_\_\_\_ (or) Unlimited positions available \_\_\_\_\_

Urgent need? \_\_\_\_\_ Can someone try it our first before committing? \_\_\_\_\_

How often is the person needed? Please check one:

This is a one-time need  This is a recurring need  This is an on-going need

Beginning date for position, if applicable \_\_\_\_\_

Please check one, Times needed:  as available  for specific time period

Please check one, if applicable - Repeats every:  week  two weeks  month

Days needed: \_\_\_\_\_

Please return this form to the Calling and Engagement mailbox in the Church Office or  
e-mail to [virginiadfelton@gmail.com](mailto:virginiadfelton@gmail.com).