



## Doylestown Presbyterian Church

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**Volunteer Job Title:** Offering Plate Polisher

**Reports To:** Elaine Keckeissen, Office Manager

**Time Commitment:** Offering plate polishers dedicate 30 to 60 minutes of their time, several times per year. Offering plates are polished every six weeks, and volunteers are scheduled on a rotating basis. If an assigned week is inconvenient, volunteers are asked to switch with another volunteer and notify the church office of the change.

**Purpose:** The purpose of this role is to keep DPC offering plates polished and free of tarnish.

**Duties:**

- On a week a volunteer is scheduled to polish the offering plates, he or she is responsible for contacting the Office Manager regarding the day and time he/she would like to come to DPC to polish the plates. This is done both to ensure the office will be open and so that the plates and polishing supplies have been pulled for the volunteer.
- Plate polishing is to be done in the Celtic Cross Room kitchen. Plates should be cleaned with warm, soapy water, polished with Wright's brass polish (while wearing rubber gloves, to avoid fingerprints), and wiped with a soft, dry cloth. Polished plates should be returned to the church office.

**Requirements and Training:**

- The role of offering plate polisher is open to all.
- No specific training is required to serve as an offering plate polisher, but written instructions are available.

**To Volunteer:** To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Elaine Keckeissen (Office Manager) at [elainek@dtownpc.org](mailto:elainek@dtownpc.org) or Chris Graham-Rawlins (Member Engagement Coordinator) at [chris@dtownpc.org](mailto:chris@dtownpc.org).

*Be a bridge for Christ and a beacon of His love.*