

# Educational/Evangelism Tract Coordinator

## **Position Description:**

Reach out to the community and the world to help them understand Salvation and the church through tracts. Help the congregation develop and increase their knowledge of God's word through tracts. The coordinator will work closely with the Education Committee, the Evangelist, the Education deacons, and other deacons as needed. The Educational/Evangelism Tract Coordinator will also work with the Education and Evangelism Seminar Coordinators to ensure the proper tracts are in place to best support the seminar at hand.

## **Qualifications:**

- Christian adult
- Strong Biblical foundation and the ability to rightly divide the Word of God
- Strong organizational, communication and listening skills
- Kind heart
- Ability to work with people

## **Responsibilities:**

- Stay abreast of the new and old tracts to ensure we have the most effective tracts to help in evangelizing the world and educating the brethren.
- Ensure the tracts are always displayed in a neat and orderly fashion.
- Ensure the "tract rack" is well stocked.

## **Deacon Contact:**

Leslie Smith

## **Time Commitment:**

1 hour per month to straighten and refill

2 hours per quarter to reorder, stamp and restock

*Revised 3/18/11*