

## **Encouragement Cards Coordinator**

### **Position Description:**

Ensure that cards are sent weekly, bi-weekly or monthly to our members in need of encouragement (sick, bereaved, baptisms, responses, visitors) so they know that other members are thinking about them and praying for them.

### **Qualifications:**

- Christian adult female
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building
- Ability to manage purchases within a modest budget

### **Responsibilities:**

- Stay informed of encouragement needs of members.
- Periodically, once every 3-4 months, purchase a reasonable amount of cards and stamps using the church credit card available from the secretary. If the credit card cannot be obtained or the secretary cannot purchase cards and stamps, use your own funds and submit an itemized receipt to the Ladies Programs deacon and you will be reimbursed.
- Enlist the help of others to write and mail cards.

### **Ministry Deacon Contact:**

Steve Bertini

### **Time Commitment:**

1 -1.5 hours per week

*Revised 2/23/11*