

Missions Secretary

Position Description:

Record and publish Missions Committee meeting minutes.

Qualifications:

- Adult
- Dependable
- Good PC and document editing skills
- Ability to record meeting details quickly and accurately

Responsibilities:

- Record meeting minutes on every 3rd Sunday from 3:45 to 4:45.
- Email minutes to all Missions Committee members before next meeting.

Missions Deacon Contact:

Jeff Loving

Time Commitment:

2 hours per month

Revised 3/17/11