

Secret Sister Coordinator

Position Description:

Coordinate and manage the Secret Sister Program, a modest gift and/or card exchange program for our female members only.

Qualifications:

- Christian adult female
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building

Responsibilities:

- Decide the frequency of the Secret Sister exchanges, elders suggest monthly.
- Communicate the expectations clearly and periodically to all participants.
- Build a team (2-4) to help you communicate and invite as many ladies as possible to participate.

Ministry Deacon Contact:

Steve Bertini

Time Commitment:

Variable

Revised 2/23/11