

**JOB DESCRIPTION  
BULLETIN BOARD DESIGNER  
MISSION AND SERVICE MINISTRY GROUP**

- The M&S bulletin board must be replaced before the first Sunday of each month, featuring that month's Mission of the Month.
- The task takes a total of about 4-5 hours a month.
- At the previous month's M&S Ministry Group meeting confirm the next month's Mission of the Month and ask the appropriate committee chair to provide you with pictures and other materials for the board. You may or may not receive assistance in collecting materials.
- Begin collecting materials for the board from the website of the organization, gather pamphlets and photographs if available, select items to affix to the board to feature the Mission of the Month (hand tools for Rebuilding Together, or school supplies for Share Backpacks). It helps if you have a color printer in order to print off attractive things from the internet. Do as much preparation of materials as possible at home (cutting, pasting, designing). This step generally takes about 2-3 hours.
- Go to St. Andrews Hall at LPC during the day or evening when the church building is opened (e.g., Friday or Saturday)
- Remove the items from the current bulletin board.
- Select bulletin board paper from the Sunday School Arts and Crafts room on the 2nd floor of Heritage Hall (4 colors to choose from).
- Select bulletin board border trim from the Christian Education supply room on the 1st floor of Heritage Hall (get key from the C.E. mailbox).
- Put on the board the background paper, border trim, Mission of the Month sign (on the bottom of the board), and the materials you have prepared.
- Take a picture of the board to maintain a record of the general design, the topic, and the color of paper (to provide variety).
- The process of taking down and putting up the bulletin board takes about 2 hours.
- Contact person: Betty Douglass (703-241-3793; [ebdouglass@verizon.net](mailto:ebdouglass@verizon.net))