

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTIONS**

CHAIR

JOB/TASK: *Mission and Service Chair*

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: 10 hours/monthly

SUPERVISOR /CONTACT: _____

MINISTRY GROUP RESPONSIBLE: *Mission and Service*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Mark Davis, Bob Rayle, Mary Frase*

- Lead monthly Mission and Service Ministry Group meetings
- Coordinate meetings via email, providing agendas and items for consideration, and polling for information from Committee Coordinators
- Review minutes along with the members of Mission and Service Ministry Group
- Provide minutes to LPC Session
- Attend regular meetings for Ministry Group chairs
- Oversee the Mission and Service Ministry Group's annual budget
- Assist with setting up and manning tables in St. Andrew's Hall for sign-ups and sales
- Assist Chair with any special requests and projects