

**MISSION AND SERVICE MINISTRY GROUP  
JOB DESCRIPTION**

**PRIMARY CONTACT FOR LEWINSVILLE SUPPORT ORGANIZATIONS**

**JOB/TASK:** *Primary Contact*

**NUMBER OF PERSONS NEEDED:** 25

**TIME COMMITMENT/FREQUENCY:** 1-2 hours monthly

**SUPERVISOR /CONTACT:** *Committee Coordinator*

**MINISTRY GROUP RESPONSIBLE:** *Mission and Service*

**REFERENCES:** (people who have done this job and would be willing to answer questions about it): *Kathy Porterfield, Suzi Podhorecki*

- Maintain communication with LPC supported organizations to be aware of needs, programs and events
- Provide urgent needs to Committee Coordinator for special consideration by the Mission and Service Ministry Group
- Communicate and conduct fundraising, volunteer and donation drives as needed
- Provide bulletin and/or newsletter information as needed
- Provide bulletin board information as needed