

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTIONS**

**COMMITTEE COORDINATOR
(HOUSING, HUNGER & POVERTY,
NATIONAL & INTERNATIONAL AND SOCIAL SERVICES)**

JOB/TASK: *Committee Coordinator*

NUMBER OF PERSONS NEEDED: 4

TIME COMMITMENT/FREQUENCY: *5-6 hours monthly*

SUPERVISOR /CONTACT: *Mission and Service Chair*

MINISTRY GROUP RESPONSIBLE: *Mission and Service*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Steve Hiemstra, Alan Stevens, Dave Porterfield, Renie Ruehlin, Suzi Podhorecki*

- Recruit primary contacts for LPC supported organizations
- Maintain communications with primary contacts
- Present any urgent needs to the Mission and Service Ministry Group
- Provide careful budgetary considerations of each LPC supported organization with the LPC supported organizations
- Good Samaritan Days – research the needs of various sub-groups, present the needs to the Mission and Service Ministry Group, and lead a group of LPC members through a project for An LPC supported organization
- Assist LPC supported organizations with fundraising, volunteer and donation requests
- Bulletins and Newsletters – provide information/write-ups for the weekly bulletins and monthly newsletters as needed
- Bulletin Board – provide information, pictures, handouts for Mission of the Month bulletin board
- Assist with setting up and manning tables in St. Andrew's Hall for sign-ups and sales
- Handbook – contact primary contacts for updated information and pictures for handbook; write up/edit relevant portions of handbook; return soft copy to editor