

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTION**

SECRETARY

JOB/TASK: *Mission and Service Secretary*

NUMBER OF PERSONS NEEDED: *1*

TIME COMMITMENT/FREQUENCY: *4-5 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): *Renie Ruehlin*

- Attend monthly Mission and Service Ministry Group meetings
- Take and write up the minutes and present to the Mission and Service Ministry Group members for review
- Make any revisions necessary and finalize minutes for Chair