

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTIONS**

VICE CHAIR

JOB/TASK: *Mission and Service Vice Chair*

NUMBER OF PERSONS NEEDED: *1*

TIME COMMITMENT/FREQUENCY: *2-3 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): *Suzi Podhorecki, Mark Davis*

- Attend monthly Mission and Service Ministry Group meetings
- Fill in as leader of meetings when Chair is unavailable
- Fill in for Chair as necessary in coordinating meetings via email, providing information as needed, taking, writing up and distributing minutes as needed
- 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