

## MISSIONS TEAM

# RECORDING SECRETARY

Create a written record of all decisions made and actions taken or tabled at each monthly missions team meetings.

### SKILL SET:

- Good concentration to distill main ideas from discussion
- Accuracy in recording decisions
- Proficiency in spelling and writing skills

**EXPECTATIONS:** Bethany membership required.

Attend monthly Missions Team meetings.

Committed to missions- willingness to dedicate time required and abide by Bethany Missions Policies. Distribute copies of minutes to each team member, pastor, and church office within 14 days of each meeting. Maintain binder of past minutes to bring to each meeting.



### CONTACT:

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