

Position/Project Description #: 707
 One-time
 Short-term
 Ongoing

Volunteer Position/Project: Mission Team (committee) member

Department: Committees & Misc—Mission Team

Summary of responsibilities: This team determines how our Mission Budget will be allocated, keeps in touch with missionaries and organizations we support, and facilitates personal involvement in mission by members of the congregation. Mission Team members participate in monthly meetings and most members have some responsibilities between meetings.

Qualifications: People with a heart for mission.

Time commitment: The Mission Team meets for 1 1/2 to 2 hours each month. In addition, many team members do some work (less than 1 hour per month) in addition to the committee meeting.

Responsibilities:

1. Participate in monthly Mission Team meetings (usually first Tuesday of month at 7:00 pm)
2. Take on one specified role for the committee:

SECRETARY: Take notes, type up minutes and e-mail to the members of the mission team within a week or so after the meeting.

TREASURER: Maintain spreadsheet of mission budget, communicate with church accountant regarding payments.

INTERNATIONAL MISSION CONTACT: Correspond with Missionaries we support. Relay pertinent information to Mission Team. (Could be more than one person, we would just divide up the missions.)

LOCAL MISSION CONTACT: Correspond with local ministries we support. Relay pertinent information to Mission Team. (Could be more than one person.)

ARTICLE WRITER: Write short blurbs each month highlighting a ministry we support, for the bulletin/slide show, a brochure or FIA.

MISSION TEAM MEMBER AT LARGE: Hear information about ministries we support or have a request to support. Help decide where the funds will go. Other activities on a volunteer basis (i.e. man a table in atrium for sign ups for a mission trip). (Could be more than one person.)

Further info will be provided by: Sue Studenski, Chair of Mission Team

Training provided by: Sue Studenski, Chair of Mission Team

Ongoing help/supervision provided by: Sue Studenski, Chair of Mission Team

Date this description was written: 7-30-11