

JOB DESCRIPTION FOR THE
SECRETARY OF THE CHURCH COUNCIL
1ST UMC OF VALLEY CENTER

Responsibilities of the Secretary of the Church Council

1. To keep an accurate record of the proceedings at all regular and special-called Church Council meetings.
2. To provide a copy of the minutes of the meeting to members of the council.
3. To maintain a permanent record of the minutes of each meeting.
4. To provide a copy of the minutes of the annual Church Conference to the District Superintendent.
5. To assist the chairperson upon request.
6. To be accountable to the church conference.

Helpful Skills and Interests

1. Ability to listen to and communicate with people of all ages.
2. Ability to keep accurate notes and to write in clear, accurate language.
3. Genuine interest in responding to the hopes and concerns of people in your community.