

Sicklerville United Methodist Church



Administrative Council

Job Description for Secretary

Purpose

To record and disseminate notes taken at Administrative Council Meetings.

Responsible to Administrative Council Chairperson

Description of duties.

- Member of Administrative Council
- Attends all regular and special meetings of same
- Record minutes of Administrative Council Meetings
- Prepare and distribute the minutes to all Board or Council members
- Attend and record the minutes of the annual Charge/Church Conference

Time requirements

Meet on the 3rd Thursday of the month at 7:30 pm for Administrative Council Meetings.
Time spent on reviewing and disseminating meeting notes to all Council Members.

Term

A three year term

Training and resources

- **InfoServ**, a service providing current information about United Methodist resources, programs, and staff services

Qualifications, skills, and gifts

- Spiritual Gifts: servanthood, administration,
- A vibrant and growing personal commitment to Jesus.
- Ability to take accurate notes during meetings
- Good communication skills