

MINUTE-TAKERS, CONGREGATIONAL MEETINGS

Purpose: To provide accurate minutes of congregational meetings

Composition: 2-3 people

Term:

1. No specified term
2. Volunteer position
3. Accountable to Leadership Group. Pastoral team contact: Lora Nafziger

Tasks:

1. Take notes during meetings.
2. Complete draft of minutes and submit to Leadership Group.

Time involved:

Taking minutes approximately every other meeting (or less if there are more volunteers) and then some time after the meeting for pulling together the draft.

Qualifications:

1. Ability to catch gist of discussion and summarize accurately.
2. Promptness in completing draft and submitting it appreciated.

Updated April 2014