

## Volunteer Activities Description

**Name of activity:** Youth Ministry Mission Team Member - Secretary

**Mission Team responsible:** Youth Ministry

**How much time is required, and how often?** One to two hour meeting once a month plus approximately 1 hour per month to prepare meeting minutes and e-mail them to a distribution list.

**When (time of day/week/month) is this activity performed?** The mission team meets in the evening, currently the fourth Monday of the month.

**Please describe what this activity entails:** Attend meetings, take notes, offer comments and opinions, correspond via e-mail when issues come up, type up minutes in a timely manner, and send out meeting reminder notice.

**How much training is needed to perform this activity? When is it provided?** None

**Where is this activity performed?** Meetings are at church. Correspondence and minutes can be done at home.

**Who does the volunteer report to?** Youth Ministry team chairperson

**Who can a volunteer contact for more info?**

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