

## Volunteer Activities Description

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

**Mission Team responsible:** Youth Ministry

**How much time is required, and how often?** One to two hour meeting once a month plus 30 minutes per week to track funds. Participate in miscellaneous activities 4 to 5 times a year (8 hours per event).

**When (time of day/week/month) is this activity performed?** The mission team meets in the evening, currently the fourth Monday of the month. Fund tracking can be done when convenient.

**Please describe what this activity entails:** Sign and copy spending vouchers, track spending and receipts, reconcile with monthly St. John's Treasurer's report. Miscellaneous activities are optional and involve assisting with youth events.

**How much training is needed to perform this activity? When is it provided?** About 1 hour of training (maximum) provided on an ad-hoc basis.

**Where is this activity performed?** Meetings are at church in the Blue Room (Room 300). Fund tracking is done at home using a computer.

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

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

Name: Andy Huber

Phone / e-mail: 462-8648; [andy.huber@verizon.net](mailto:andy.huber@verizon.net)