



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Church Council Recording Secretary

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title: Church Council Recording Secretary
Reports to: Senior Pastor / Church Council Chairman
Length of commitment: Two years
Schedule: One meeting every other month

Purpose: To record and keep proper records of the Church Council meetings.

Job Duties

- Attend all the Church Council meetings and any Charge Conferences that are held throughout the year.
- Record all that is said as it pertains directly to church business, events, etc.
- Make sure any names that are pertinent to “said” church business are recorded.
 - I.E. names of people who request motions and those who second as well as what the motion is that is being presented, dates, times, locations, etc.
- After the meetings transfer the information to a computer document and send to the church secretary for recording purposes.
 - She will add them to the records and the packet for the next meeting.
 - info@fumcfwb.com

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!