



Group Secretary

Responsibilities

The Group Secretary assists the leadership in the group by providing support related to maintaining records of attendance, new member enlistment, and assists with keeping group roster current through Shelby Next. When the group meets they are to have the Group's ministry list(roles), announcements, and any other needed church related communications.

These responsibilities are carried out by:

Setting a positive example for others by living as an authentic follower of Jesus Christ and by being thoroughly involved in the life and ministry of the church.

Processing and maintaining general records for the group and compiling reports as requested, including prospect information.

Pick up group roll sheet, other material, and information from the resource room.

Mark and check attendance on roll sheet or submit electronically through Shelby Next.

Complete a guest sheet for all guests.

Return group attendance and guest sheets to the resource room in a timely manner.

Attending and participating in the Group Leadership Team planning meetings.