

The church office maintains a list of volunteers for taking minutes for congregational meetings. The administrative assistant will ask a volunteer to take minutes for each monthly meeting.  
Pastoral Team Contact: Pastor of Congregational Life (Scott Coulter)

If you're interested in volunteering, please contact the church office  
([office@assemblymennonite.org](mailto:office@assemblymennonite.org))

Official Job Description:

### **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: Pastor of Congregational Life

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.

April 2014