

FIRST CHRISTIAN CHURCH  
BOARD SECRETARY

JOB DESCRIPTION

1. Record minutes of all official congregational and Board meetings.
2. Maintain a permanent record of minutes and provide copies to officers and directors as directed by the Board Chair.
3. Keep attendance record of each Board meeting.
4. Report to the Board (and to the congregation when appropriate) all baptisms, deaths, internments in Memorial Garden, and changes in staff.
5. Perform any other duties as may be assigned by the Board or Board Chair.