

Board of Elders

Personal Member Ministry Discovery Class Mailing Assistant

Mission Statement: Personal Member Ministry helps us discover and develop our God given gifts and talents, empowering us for faithful and joyful service in every area of our lives, and building up the body of Christ as we serve God and others.

Description: The PMM Discovery Class Mailing Assistant assists the Discovery Class Coordinator in sending out mailings for the Discovery class by addressing and stuffing envelopes and putting them into the mail.

Qualifications:

- Member of Trinity Ev. Lutheran Church
- Good organizational skills
- Detail-oriented
- Able to work independently
- Able to complete projects by a deadline

Responsibilities:

1. Using a list provided by the Discovery Class Coordinator, address envelopes.
2. Stuff envelopes with provided materials.
3. Stamp and mail envelopes by the deadline provided.

Time Commitment:

- 3 – 5 hours every 1 to 2 months
- 1-year commitment

Relationships: The PMM Discovery Class Mailing Assistant works under the Discovery Class Coordinator.

Training: The PMM Discovery Class Mailing Assistant will be trained by the Discovery Class Coordinator.