

# Board of Elders

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## Good Shepherd Ministry Record Keeper

**Mission Statement:** The Good Shepherd Ministry of Trinity Evangelical Lutheran Church, out of love and concern for people's spiritual well-being, contacts members who have suddenly been absent from worship services over a period of three to four weeks.

**Description:** The Good Shepherd Ministry Record Keeper maintains a file of contacts that have been made.

**Qualifications:**

- Spiritually active member of Trinity Ev. Lutheran Church
- Ability to organize filing system

**Responsibilities:**

1. Receive contact cards from Contactors and file them for reference at each meeting.
2. Obtain supply of contact cards from the church secretary.

**Time Commitment:**

- 2 hours per month
- Minimum 1-year commitment, reviewed annually

**Relationships:** The Good Shepherd Ministry Record Keeper works with the Coordinator and Contactors.

**Training:** The Good Shepherd Ministry Record Keeper will be trained by the Coordinator.