

Board of Elders

Good Shepherd Ministry Recorder

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 Recorder develops a list of people to be contacted.

Qualifications:

- Spiritually mature member of Trinity Ev. Lutheran Church
- Good computer skills

Responsibilities:

1. Go through Shepherd's Staff attendance records on a weekly basis to identify people who have suddenly been absent from church services over a 3 – 4 week period.
2. Develop a list of names for the Coordinator.

Time Commitment:

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

Relationships: The Good Shepherd Ministry Recorder works closely with the Coordinator.

Training: Initially the Good Shepherd Ministry Recorder will be trained by the church secretary. In the future, the Recorder will be trained by the outgoing Recorder.