



3. Secretary

- **Core Purpose:** To manage group administration, roster maintenance, and attendance tracking, providing the accurate data necessary for effective ministry, care, and outreach to take place.

Key Responsibilities

- **Real-Time Attendance Tracking:** Record weekly individual attendance and group headcounts using the provided roster from the Records Room, ensuring data is captured accurately each week.
- **Guest Onboarding Data:** Ensure all first-time guests complete the church's guest information process. Route guest details immediately to the Director and the Outreach Coordinator for prompt follow-up.
- **Roster Upkeep:** Process member information updates (such as changes to addresses, phone numbers, or emails) and coordinate with church staff to keep the roster completely accurate.
- **The "Missed Report" Pivot:** Identify and generate a weekly report of members who have missed consecutive weeks (e.g., 3 weeks out) and hand that information directly to the Director and Inreach Coordinator so care can be mobilized. The adult ministry staff is available to assist in pulling this data.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Roster Transition Excellence:** Maintaining an accurate and completely up-to-date group roster is critical to a successful multiplication. When a new group launches, this clean data ensures that multiplying the Connect Group is entirely seamless, allowing the new group's roster to be instantly precise and fully prepared for ministry from day one.