

# CICERO SEVENTH-DAY ADVENTIST CHURCH

## MMT Job Descriptions 2015

### **Telephone Coordinator and Committee**

#### **The Telephone Coordinator will be responsible for:**

Developing and organizing process for the Telephone Committee to call the church members in a timely manner. Pastoral staff or church office will contact Telephone Coordinator when there is a funeral, serious illness, emergency, or special circumstance that the entire church family needs to know.

#### **The Telephone Committee will be responsible for:**

1. Assisting the Telephone Coordinator in calling the church family as the need arises.
2. A designated committee member will assume the role of Coordinator when he or she is not available or out-of-town.

#### **Time Commitment:**

Telephone committee will spend approximately 1 hour per month calling church members when the need arises.