
role – **secretary**

Description

Records and details help keep Awana ministries operating smoothly. The secretary provides much-needed organization to the Christ-centered fun of a church's ministry. Some churches have one secretary for all clubs and youth ministries. Others have separate secretaries for the separate programs.

Responsibilities

- Organize records: child pick-up information, address, phone number, emergency contacts, etc.
- Handle registration fees, uniform and book payments, and/or record dues.
- Maintain weekly records of kids' attendance and achievement and maintain permanent achievement records.
- Establish a check-in and check-out process (with director/AMD)
- Tally team points.
- Assist in award presentations.
- Keep track of inventory.
- Supply information for parents.

Secretaries provide much-needed organization to the Christ-centered fun of an ministry.