

## *Women on a Mission*

*But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

### **SPIRITUAL GROWTH - MEMBER:**    *Friendship Notes*

In offering support and encouragement, *Women on a Mission* send out cards and notes as needed to those members and friends of the congregation who are going thru difficult times.

#### **This position's responsibility includes:**

- Using the name and address that *may* be forwarded from the pastor, church secretary, school or other church member, send out an appropriate card as soon as possible.
- Purchase cards when necessary and submit receipts to the *Women on a Mission* board if desiring reimbursement.
- Keep records in a journal logging name of who is receiving card and reason for the card.
- Referencing the journal, prepare a brief written report monthly and forward it to the *Women on a Mission Spiritual Growth Outreach Coordinator* - to be reviewed at the following board meeting.
- At the end of your serving schedule, the journal will be passed back to the *Women on a Mission Spiritual Growth Outreach Coordinator*. She will then forward it to the next person serving.