

HONORABLE FELLOWSHIP

OF AWANA VOLUNTEERS

APPROVED WORKMEN

ARE NOT ASHAMED



SECRETARY

Records and details help keep Awana® ministries operating smoothly. Awana secretaries provide much-needed organization to the Christ-centered fun of a church's ministry.

A secretary's role is to serve the club leadership, children, youth and parents through administration. Secretaries maintain records about clubbers' attendance and achievement. They also supply information for parents and stay aware of inventory needs for leaders and church staff.

Their responsibilities include:

Attendance

Secretaries maintain attendance records, collect and record dues (when applicable) and establish a check-in and check-out process together with the Ministry Director.

Achievement

They maintain permanent achievement records and assist the Club Director and/or Ministry Director in the Annual Award Night presentation.

Materials

Secretaries track the church's Awana material inventory, prepare awards for distribution and compile, place and receive product orders.

Time Commitment

Four to five hours a week



YOU BELONG