

Chilton Baptist Association



February 25-26, 2012

**OMC CHURCH TEAM
SECRETARY**

Duties include keeping records of the OMC Church Coordinating Team meetings and of the attendance at the various events in the church OMC (Missions Fair and Missions Rally). This person will fill out the report forms on the OMC and send them to the pastor/OMC Church Coordinator, and the Associational OMC Director, Bro. Robert Griffin.

The report forms will contain information on : attendance at Missions Fair, Missions Rally and the Sunday church attendance, both morning and evening services), amount of LOVE OFFERING for the guest missionaries. Decisions and other commitments to be volunteers, career missionaries, etc. should be reported.

- Review the church record form
- Assist the guest missionaries if they ask you for information about attendance
- The week after the OMC, fill out the church record for the weekend and fax (280-2188) or mail to Chilton Baptist Association, PO Box 1260, Clanton, AL 35045 or email to chiltonbaptist@bellsouth.net. You may want to keep a copy for your records.