

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.6

KEY POSITIONS

6/30/2016

4.6.1 Food Pantry Coordinator

The WBC Food Pantry Coordinator acts as the WBC interface with Our Daily Bread (the Whitney area food bank). Responsibilities include:

- Communicate with WBC membership regarding current food bank needs
- Organize WBC food drives; gather and deliver food or checks to the food bank.
- Recruit volunteers to assist at the food bank

4.6.2 Ministerial Alliance Representative(s)

The WBC Ministerial Alliance Representative(s) act as the WBC interface with the Lake Whitney Ministerial Alliance. Responsibilities include:

- Attend monthly Ministerial Alliance meetings.
- Communicate with WBC membership regarding current activities and needs of the Ministerial Alliance.
- Recruit volunteers to assist with Ministerial Alliance programs and activities such as community worship services, holiday food baskets, Angel Tree gifts, etc.
- Interface with the WBC Missions Committee for monetary assistance awards to the Ministerial Alliance.

4.6.3 Manuals Coordinator

The Manuals Coordinator serves to keep the manuals up to date and published, as needed. Responsibilities include:

- When needed revisions are identified, bring them to the attention of the Board of Trustees for consideration.
- Recruit help as needed to develop new content when so directed by the Board of Trustees.
- Update the manuals with revisions as approved by the Board of Trustees.
- Maintain master computer files in Microsoft WORD on WBC's computers, and ensure backups on separate and secure media.
- Coordinate with the Webmaster to ensure all revisions are uploaded to the WBC website and update the Manuals in the church office.