

NOTE: At the Session Meeting on December 4th, 2013, the Session of Second Presbyterian Church voted in the affirmative to take the action described below.

SUMMARY: The action taken eliminated the title of Christian Education Consultant and changed the title to Administrative Assistant, with the duties as described below. There was no change in the compensation.

REFERENCE: Minutes of the December 4, 2013 Session Meeting.

Request to change Christian Education Consultant position, currently held by Kay Mader, to Administrative Assistant.

Due to changes in church youth population, my duties as Christian Education Consultant have changed over the past years, and are now more of an Administrative Assistant nature (list of duties below):

- Assists Church Secretary with various office duties: bulletins, answering phone, keeping office when secretary is absent.
- Assisting Pastor, as needed.
- Maintaining Church bulletin boards, seasonally, in the Education Wing and Fellowship Hall areas.
- Maintaining Church History, weekly, and retrieving articles from media, when appropriate.
- Planning special events for Education/Worship Committee; programs for Church night.
- Providing notices to newspaper, community, of special events.
- Planning Graduation - reception- special bulletin board - contact with graduates and families.
- Maintaining Church sign board - change weekly and for special events.
- Greeting for Sunday Bible services on Sunday - early arrival- 8:45 a.m.
- Church photographer during special events - send photos to Bob Ridle *(Webmaster) for Web page.
- Maintaining flowers for Easter and Christmas - ordering and arranging.
- Planning special events - mother's day flowers, father's day gifts, hanging of greens at Christmas.
- Assisting Committees with special projects, when needed and remaining as member of Christian Education Committee.
- Maintaining Children's Worship Folders - used in Sanctuary.
- Collection of Sunday Bible School offerings.
- Maintaining Sunday Bible School summaries- monthly- attendance/ offerings.
- Providing and maintaining flowers on Patio- seasonally.
- Maintaining Birthday/Anniversary calendars - update as needed.

- Maintaining and editing Church Emergency Contacts.
- Helping in Kitchen (funerals), as needed.

Submitted for approval of Session by Kay Mader on December 4, 2013.

* Editor's insertion