

Secretariat Detail Duties
SC Lutheran Via de Cristo
As created by the
SC Lutheran Via de Cristo Secretariat
August, 2026

“Preamble to All Secretariat Duties”
Gus Martschink: Lay Leader

“O Lord, God and Father, send the bright beams of Your grace and mercy on the leaders of our South Carolina Via de Cristo Secretariat as they serve the people of our church. Equip them with every good and perfect gift that comes down from above. Give them wisdom and insight, courage and strength as they discern what is best in their roles in leadership. Most of all, keep them faithful to their promise to carry out their office according to Your holy Word. Amen.”

Each member of Secretariat will be responsible for:

1. Attend all Secretariat meetings following the bylaws as well as the Ultreya’s following each Weekend Retreats if possible.
2. Keep copious notes within your detailed duties by documenting actions completed, contacts showing who helped, those actions successful, those actions that need review and improvement, and any details important for future training of your replacement within your area of responsibility.
3. When you know the date when you will vacate your duties and afterwards, you will be responsible for detailed training for your replacement to the extent your replacement will be able to proceed with confidence. This includes turning over all your notes to your replacement and the offer to be contacted at any time for help and/or guidance beyond your term on Secretariat.
4. Where practical and with the guidance of the Lay Leader, you will be open to temporarily self-cross training for the purpose of learning and teaching multiple duties within Secretariat.
5. When asked by the Lay Leader to perform other duties requested, you will do so with the best of your ability.

Lay Leader Duties
Gus Martschink

The Lay Leader is responsible for conducting the regular meetings of Secretariat as well as:

1. Create the agenda for all Secretariat meetings, relying on input from members including past experiences, as well as present and future visions.
2. Prayerfully create a leadership vision to guide the Secretariat members focusing on short and long-term goals so that future growth will be on solid ground.
3. Work directly with the Treasurer to ensure the financial health and stability of SCVdC via the Finance Committee.
4. Ensure that an annual or semi-annual Audit and/or Review of the Treasurers' books will take place in accordance with General Accepting Accounting Principles (GAAP) and the SCVdC Bylaws.
5. Work with the Treasurer and the Finance Committee to timely review funds within Vanguard or any future funds so that maximum growth can be the goal.
6. Maintain with the Treasurer's hands-on approach regarding the Administrative Budget focusing on any cash flow challenges should they appear.
7. Work with the Finance committee to review the previous weekend finances to ensure the Weekend does not have a profit nor does it have a targeted loss of approximately \$200 as a goal.
8. Work directly with the Webmaster to ensure the SCVdC Webpage scviadecristo.org maintains updated and easy access and simple to understand documents that reflect truth and transparency to our community members and webpage guests.
9. During the transition as the new Lay Leader is installed, the outgoing Lay Leader will provide all necessary documentation as soon as practical to the new Lay Leader with an ethical commitment to review the documents and guide to the degree the new Lay Leader will have ample understanding of the Lay Leaders Job Duties and direction of Secretariat. The outgoing Lay Leader will commit to continued training and be available to answer any questions of the new Lay Leader.
10. Communicate via the Webpage to the overall SCVdC Community updating information and future visions of the Secretariat as well as any communications that will keep the Community fully informed.
11. Guide the Secretariat to choose a Rector/Rectora in advance so that the newly chosen Rector/Rectora will be the head Cha prior to their Weekend.
12. Ensure all historical documents are correctly updated and archived via the Secretary and the Webmaster.
13. Appoint all committees with Secretariat approval.
14. Sign legal documents for the Secretariat only with Secretariat approval.

15. Represent the SCVDC Secretariat at various meetings inside South Carolina and outside the state where practical.
16. Invite the new Rector/Rectora to attend Secretariat meetings to give updates on building the Team as well as seeking help and/or guidance.
17. Invite the Webmaster to all Secretariat meetings for the purpose of exchanging information and direction.
18. Ensure every Weekend Retreat complies with the Essentials 31 guided by NLS. The only exceptions are those Adiaphorous (Not Essentials) that Secretariat approves of based on historical success that added spiritual joy to the Weekend Pilgrims experiences.
19. Prior to the first official Rector(a) meeting, the Lay leader will meet via Zoom or face-to-face with the Rector/Rectora, Head Cha, Head Outside Cha, and the Weekend Coordinator. The purpose of such meeting is for the Lay Leader to share the previous Weekend evaluations focusing on any improvements where needed. This meeting is informative only for the benefit of the Team's ability to improve areas where needed.
20. Appoint with input from the Secretariat a committee to Review the Accounting of the Treasurers books using the GAAP method. Report on a final report to the Secretariat for review.

Difference between an Audit and Review

21. An Audit provides the highest level of assurance that financial statements are accurate. An audit is a comprehensive financial examination and conducted only by a qualified CPA that includes in-depth detail testing.
22. A Review is a more limited assessment required inquiry and analytical procedure only without the deep detail testing required by an audit.
23. If any time during the Review of the accounting where there may be questions regarding any deviation from the GAAP method, the review committee should report to the Lay leader who will report to the Secretariat to determine if it is necessary to hire a qualified CPA to begin an Audit.

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Secretary's Duties

Debbie Wilson

The secretary's primary duty is to take concise and correct minutes at each regular monthly meeting.

1. The secretary edits these minutes and sends a copy to the Lay Leader for corrections and/or additions before emailing a copy to each member of the Secretariat Board. The minutes once emailed to the board members, are to be formally approved at the next regular meeting. A copy of the minutes of each meeting should be forwarded to the webmaster for the community to view. The secretary will also voice record each meeting for anything that needs to be added or corrected. These recordings are to be heard only by the secretary.
2. The secretary is also responsible for taking minutes at Ultreya's special meetings, National Gatherings, etc. or verifying that minutes are being taken. All the minutes shall be in the custody of the Secretary, both in print and digital formats.
3. Many special gatherings and Ultreyas are small and may only warrant a "recap" of the meeting.
4. Because all these minutes will be filed, future Secretaries will have an example to follow.
5. Perform other duties as assigned by the Lay Leader.

Secretariat Archivist Duties:

Debbie Wilson

The Archivist is responsible for cataloging and maintaining copies of digital and print materials of Via de Cristo.

1. The secretary will have copies of the songbooks, photo albums, Leadership Training Materials, Treasurer's Reports, The Essentials, Rector/Rectora reports, By-Laws, Constitution, and all else that will aid future Secretariat members or members of the community.
2. The Archivist will also be responsible to forward all historical documents to the Webmaster for back-up filing and as directed by the Secretariat. The Webmaster shall place the documents on the Website for the benefit of the entire Community.
3. Perform other duties as assigned by the Lay Leader.

Debbie Wilson

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Treasurer Duties

Pam Creasy

The Treasurer is responsible for managing the SCVdC funds and maintaining the financial records. The Treasurer is a volunteer position awarded by Secretariat and is accountable to the Lay Director and members of the Secretariat.

Essential Functions and Responsibilities

1. Fiduciary responsibility for SCVDC funds.
2. Receive and deposit funds.
3. Record deposits for weekend donations (Team and Pilgrim).
4. Record all other deposits.
5. Reconcile all accounts – checking and investment accounts
6. Pay all bills and reimbursements of expenses in a timely fashion.
7. Use compatible software to keep records (currently Excel).
8. Maintain designated and restricted funds. Maintain details related to Set-aside and Scholarship funds.
9. Prepare monthly and annual reports (Excel worksheets) and report to the Secretariat.
10. Coordinate with Rector/Rectora, Pre-weekend Chair, and Head Chas for proper accounting for attendance and donations, as well as expenses related to each area. Provide each with an electronic copy of the Guidelines for Financial Responsibilities of Via de Cristo Team Leaders. Prior to a Weekend, check with the Rector/Rectora whether they want an advance to cover expenses. Check with Pre-Weekend chair to see if any supplies are needed for the weekend – Pilgrim's Guides, Commitment cards, Group Reunion Cards, Crosses, etc.
11. Prepare weekend analysis following the weekends.
12. Prepare a budget for future weekends based on facilities and associated costs, estimated team and pilgrim head counts.
13. Prepare a preliminary budget for Secretariat to include recurring income and expenses.
14. Prepare and file necessary government and corporate forms: IRS Tax Report Form 990-N. Deadline for filing is May 15th of each year. Failure to file for three consecutive years will result in the loss of SCVDC's tax-exempt status.

Other Duties of Treasurer

1. Maintain an accurate and timely manual for this position including a timeline of responsibilities.
2. Train and assist in the transition of any future treasurers.

Recommended Knowledge and Skills

1. Accounting and financial record keeping skills, knowledge of excel helpful.
2. Diligence in follow through.
3. Good time management skills.
4. Able to create budgets.
5. Work well with others.

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Finance Committee Duties
2026-2027
Pam Creasy, Gus Martschink, and Joey Hydrick

The Finance Committee will consist of three members. The Treasurer, Lay Leader, and one other member to be determined by Secretariat.

1. The Finance Committee has no authority to implement any action without the Secretariat's vote of approval.
2. The Finance Committee will report directly to the Secretariat Committee with recommendations regarding investments. All recommendations from the Finance Committee will be considered by the Secretariat and final decisions are the exclusive right of the Secretariat Committee.
3. The Treasurer will be the only person on the Finance Committee who will have the authority to make transactions. The other two members of the Finance Committee will have a "view only" access for the purpose of review and recommended actions.
4. The third member of the Finance Committee shall either be a current member of Secretariat or a former member of Secretariat.
5. The Finance Committee's protocol will be to do research, discuss, then vote to seek Secretariat's approval of what is requested from the Finance Committee.
6. The Finance Committee will review all funds and determine, when necessary, to manage donations and fund balances as it relates to the Secretariat's Weekend break-even policy and cash flow maintenance.
7. The Finance Committee, with the Treasurers' guidance will assist in:
 - 7-A) Creating the Annual Budget to be presented to the Secretariat for review.
 - 7-B) Creating a Weekend Budget to be presented to Secretariat for review and approval.
 - 7-C) Creating a Post-Weekend analysis for Secretariat's review.
 - 7-D) The Secretariat Committee has the exclusive right to accept, modify, or reject recommendations from the Finance Committee.

Communication Coordinator Duties

Nancy Kramer

This critical office oversees creating, sending and filing important information to our SCVdC community.

1. Along with the Email coordinator, communicates to the community information about all SCVdC opportunities, including the upcoming weekend, and information from the Rector/Rectora.
2. To stay in contact with the Webmaster and members of the Secretariat.
3. Setup Zoom meetings for Secretariat and other sub committees when needed.
4. Assist Webmaster, Email coordinator and Secretariat in setting up a scheduled timeline for all important correspondence.

Nancy Kramer

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Leadership Training Duties
Danielle Leonard

1. Research and keep updated on all training classes, training events, and training resources that are available for all Secretariat Members and Rector/Rectora. These individuals need to be trained because they are in Leadership Rolls of The Weekend.
2. Serve as Liasson between Secretariat and Community. Leadership Trainer should be able to answer questions that may come up from the community in the event the Lay Leader is unavailable. The community should also be made aware of this contact.
3. Assist Secretariat members as they acclimate to new positions. Guide new Secretariat members into their appointed positions and verify that previous members have been in contact with the newer members. Assist with any questions that may arise.
4. Review and be familiar with positions of the Weekend.
 - a. Be prepared to assist Rectora/Rectora with what to expect.
 - b. Be prepared to assist with any Head Cha questions.
 - c. Be prepared to attend meetings in preparation of the Weekend.
5. Serve as Keeper of information
 - a. Have available copies of all Head Cha responsibilities.
 - b. Have available a copy of the Rector/Rectora information including script and weekend schedule.
6. Be able to teach how to critique talks to those serving on the Weekend. Also, be familiar with “Essentials vs Adiaphorous”, so that the Sponsors and supporters know how to offer palanca.
7. Suggested training should be made available twice a year unless:
 - a. A new training course becomes available.
 - b. Training materials have been changed.
 - c. Any special training events that may occur.
8. Keep files on those who have completed the training.
 - a. Have they attended training before?
 - b. How long ago was their training?
9. Serve the Sponsors and Cursillistas after the Weekend, by assisting the Sponsor find a Reunion Group for the newest Cursillistas. In some cases, there may be the need to create a Reunion Group. Some training in this area may be an option.
10. Assist in securing a Golf cart for the Weekend, having knowledge of where and how to secure this same. Secretariat should give approval of reputable place to secure the Golf cart and insurance. This knowledge should be shared with the Rector/Rectora and Head Cha person. They in turn should make the contact to secure a Golf cart.
11. It is the responsibility of the Leadership to support all positions on Secretariat, he/she takes on the role of supporting SCVdC as a whole unit, local and national, and on the Weekend.

Danielle Leonard
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Music Coordinator Duties

Joey Hydrick

1. Obtain all copyright permissions as required for reproduction of music used at any Via de Cristo event. Document on the CCLI website.
2. Delegate responsibility of documenting all music used at a Via de Cristo event and ensure the documentation is received by the Music Coordinator.
3. Ensure the SCVdC Songbooks are stored at a safe secure, and climate-controlled location when not in use for team meetings, Via de Cristo Weekends and Ultreya's.
4. Delegate responsibility for transporting Via de Cristo Songbooks to team meetings, Weekends and Ultreya's.
5. Notify the Secretariat Treasurer of the annual fees due to CCLI and ensure payment.

Joey Hydrick
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Palanca Coordinator Duties
Loraine Boyer

Key Responsibilities of a Palanca Coordinator:

Spirituality & Support: Acts as a servant leader to ensure the weekends align with the Via de Cristo's movement that is focused on Christ.

Duties and Responsibilities:

1. Create our Palanca letter by the beginning of each year and submit it to the Secretariat for approval. Once approved, signatures of the Secretariat and other members of the SC Via de Cristo should be added to letter. See samples attached.
2. Upload Palanca letter on the national site: <https://viadecristo.org>. Click on "Weekends" located at top of page then select "Palanca" from drop down. You can either select Upload Palanca so it will be visible on the national site and/or download to retrieve another Region's Palanca letter. Please note that not everyone uses this feature so you will still need to send out an email to others in their region and request their Palancas as well. Documents work best in PDF format.
3. Monitor national site for Regions 1-7 weekend events. On the national site <https://viadecristo.org>, click on "Weekends" at top of page, select "Upcoming events" on drop down. Listed are all weekends posted to date. Clicking on any weekend will take you to another page where you find contact info and email address for the Palanca contact for the specific weekend. Note that this must be monitored on a regular basis to ensure you have captured each weekend as it is posted since it is constantly changing.
4. Email our Palanca letter with a note to the Palanca contact in each region supporting their upcoming weekend. Request a copy of their Palanca letter. Maintain a log in Excel listing name of weekend, Palanca contact info and date our Palanca letter was sent. See sample email attached.
5. Visit sites outside the Lutheran Via de Cristo where we can support each other on our weekends. Compose letter for The Email coordinator to distribute to the community requesting all to lift them up in prayers, leading up to and during their weekends. Sample list of suggested organizations attached.
6. Email our Palanca letter and/or request a Palanca to the contacts you find at each organization above.
7. List the SC Via de Cristo Weekend on the national website as soon as it has determined and approved. Go to <https://viadecristo.org>, click on "Weekends" at top of page and select "List a Weekend" from the drop down. Click on highlighted "List a Weekend" to complete and submit form. It will take approximately 7 days to appear. Visit the site periodically to verify that it is showing. If after 10 days, it does not show, go to the national site, <https://viadecristo.org>, select "Contact" at top of page which will take you to a form to be completed with your name, contact information and the reason for your request. Hit submit.
8. Four months prior to the SC Via de Cristo weekend create a Prayer Vigil using: <https://www.signupgenius.com/>, <https://www.prayervigils.net/>, <https://signup.com/prayer-circle-signups>, etc. Prayer requests are in hourly increments that begin at 2:00 pm on Thursday and end on Sunday at 7:00 pm. The time selections include times for prayers during the hours of the Pilgrims and Sponsors/Drivers travel and arrival as well as all in their return travels on Sunday.

9. Forward prayer vigil link to the Webmaster for posting on our website. Follow up with the Webmaster on regular basis so they know the progress of signups. 1st communication should be blasted out to the community 90 days prior to the weekend scheduled. 60 days prior to weekend, request that the Webmaster send out every 2 weeks. 30 days out, send blast once per week with the last week being sent daily. Should prayer banner be filled at any point, let the Webmaster know so they can discontinue the email blast. Frequency of blast can be adjusted depending on the responses or lack of responses received.
10. Go to the national site and select “Weekend” at the top of the page. Select “List a Weekend” then select “Add prayer vigils to existing listing” highlighted in blue. Complete form, enter the link to our weekend and click on submit.
11. Collaborate with Chapel Cha with design considerations and layout recommendations for the Prayer banner that will be exhibited during the scheduled weekend.
12. Print or send electronically all Palancas letters received from other regions along with the SCVdC Palanca letter to Chapel Cha one week prior to scheduled weekend.
13. Post all dates of our Ultreya’s on national website.
14. Participate in and attend Ultreya’s whenever possible.
15. Attend monthly Secretariat meetings and provide updates on the ongoing Palanca activities.
16. Ensure all Palanca materials are organized, documented, and properly stored or distributed, including maintaining lists of weekenders for prayer coverage.
17. Work together with the Rector/Rectora, Weekend Team members, and other Secretariat members to ensure all planned activities and requirements are being met.

Loraine Boyer
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Post-Weekend Coordinator Duties
Belinda Wierschem

Post-Weekend Coordinator is essential for the Fourth Day experience. This person coordinates and encourages Utreyas, Mini-Ultreyas, Reunion Groups and any Fourth Day Activities. In order to do this the following is recommended;

1. Coordinate with Secretariat and the current Rector/Rectora the date and location for the Ultreya. The date should be approximately 3-4 weeks after the weekend.
2. Secure a church (location) that hosts a SC Via de Cristo community. The space must accommodate 50 – 60 people.
3. Coordinate with a local reunion group to host the Ultreya.
4. Work with the Host Reunion Group to plan the agenda for the Ultreya. The Ultreya must begin and end on time. Work with the Host Reunion Group to select a Spiritual Director. If the host's church pastor has completed a weekend, he/she may be asked to serve as the Spiritual Director.
5. Work with the Host Reunion Group to obtain music Chas for the Ultreya.
6. Work with the Spiritual Director and Host Reunion Group to make a bulletin for the worship service.
7. The hosting reunion group will be responsible for:
 - a. Arranging the church sanctuary for worship.
 - b. Plan food.
 - c. Furnish coffee (regular & decaf), tea (sweet & unsweet), and water.
 - d. Furnish plates, cups, napkins and utensils, etc.
 - e. Provide bread and wine for communion.
8. The Post Weekend Coordinator should stay in contact with the Host Reunion Group to make sure the Ultreya is planned and coordinated successfully.
9. Promote the Ultreya with flyers at the weekend, on the website, and SC Via de Cristo Facebook page.
10. Post Weekend Coordinator should ensure songbooks are available.
11. Post Weekend Coordinator should choose someone to read the Meaning and purpose of Ultreya.
12. Be available for questions regarding forming reunion groups.
13. Represent Secretariat at mini Ultreyas held throughout the state as available.

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Pre-Weekend Coordinator Duties

Joey Hydrick

1. Keep Secretariat and community updated with pilgrims' names and church.
2. Ensure that the Pilgrim Registration is revised as necessary to include correct information.
3. Process each Pilgrim Registration that is texted or mailed to the Pre-Weekend Coordinator. Review the Pilgrim Registration for correct completion to include Pilgrim's personal information, Sponsor information, signatures for Pilgrim, Sponsor, and Pastor. Ensure the Health Waiver and Assumption of Risk form is received with Pilgrim Registration, to include Pilgrim's signature and date.
4. Maintain spreadsheet with Pilgrim name, church, sponsor, payment received and payment due.
5. Make bank deposits for checks/cash received for Pilgrim registration. Copies are sent to the Secretariat Treasurer.
6. Communicate by mail to the Pilgrim all information regarding the Weekend that they will need – Letter of Confirmation for Via de Cristo Weekend.
7. Communicate by mail all information needed by the Sponsor including Sponsor Responsibility Pledge, Sponsor Confirmation Letter, and Sample Letter Requesting Pilgrim Palanca. Advise sponsors who are also serving on the team, to secure transportation for their Pilgrim to the Camp.
8. All Master forms listed above for Pilgrims and Sponsors are to be revised as necessary and saved to Pre-Weekend Coordinator flash drive.
9. Revise as needed the "What to Bring to Weekend" information for all team members and distribute at Team Meetings.
10. Handle all details regarding Pilgrim's special dietary and/or medical requirements. Communicate this information with Head Kitchen Cha and Rector/Rectora.
11. If Pilgrim cannot attend weekend and after communication with Pilgrim, notify Treasurer of their desire to either have registration fee returned (minus deposit) or kept for next Weekend.
12. Work with the Rector/Rectora on Pilgrim registration information as needed.
13. Prepare a spreadsheet for the Weekend outlining monies due at check-in that will be received and documented by Outside Chas. Monies will be given to the Financial Coordinator or team member designated by Pre-Weekend Coordinator and Financial Coordinator.
14. Prepare a Waiting List for the next Weekend when the allotted number of pilgrims have registered for the current Weekend. Notify the Sponsor and Pilgrim.
15. Keep a copy of the inventory sheets that are attached to each storage tub in the trailer, (avoids having to look in the trailer to see the inventory).

Joey Hydrick
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Music Coordinator Duties

Joey Hydrick

6. Obtain all copyright permissions as required for reproduction of music used at any Via de Cristo event. Document on the CCLI website.
7. Delegate responsibility of documenting all music used at a Via de Cristo event and ensure the documentation is received by the Music Coordinator.
8. Ensure the SCVdC Songbooks are stored at a safe secure, and climate-controlled location when not in use for team meetings, Via de Cristo Weekends and Ultreya's.
9. Delegate responsibility for transporting Via de Cristo Songbooks to team meetings, Weekends and Ultreya's.
10. Notify the Secretariat Treasurer of the annual fees due to CCLI and ensure payment.

Joey Hydrick
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Spiritual Director Duties

1. Ensure that an up-to-date roster of pastors who have attended a Weekend is submitted to the Lay Leader for Secretariat approval.
2. Assists the Rector or Rectora in selection of Spiritual Directors as needed for Weekend Retreats. Ensuring that Spiritual Directors are Lutherans Rostered as Word and Sacrament, and those from other denominations are similarly rostered. Only rostered pastors can serve Communion.
3. Lead the Secretariat by example in spiritual matters with a sense of Christ's Love and Servanthood.
4. Is open to the needs of all members of the Secretariat and provides for any pastoral needs as necessary.
5. Is available to provide opening and closing prayers and Holy Communion if requested by the Secretariat.
6. Leads the Secretariat in prayer over any difficult decisions that may need attention.
7. Gives spiritual guidance to the Secretariat to maintain Lutheran theological integrity.
8. Coordinates schedules so there will be a Spiritual Director at each Secretariat meeting whether monthly or called. Attend all Secretariat meetings if possible.
9. Performs other duties as requested by the Lay Leader.

Pastor Bruce Kreutzer

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Pastor Donna Floria

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Weekend Coordinator Duties
John Ballentine

1. Secure and negotiate a satisfactory Contract between SCVdC and the camp facility for each upcoming weekend. (presently Camp Fellowship)
3. Arrange to have the trailer at team meetings for inventories and then at the weekend site to be accessed by the Weekend team.
3. Talk to each Head Cha about items/materials needed for each area per inventory.
4. Procure those items before the weekend.
5. Be onsite early each weekend to oversee setup and help in any way that's needed.

John Ballentine
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Webmaster and Email Duties
Sherry Fowler
NON-SECRETARIAT POSITION

Position Overview

The Webmaster and Email Coordinator are responsible for managing the organization's website and coordinating prayer-related and other communications via email. This dual role ensures effective online presence as well as timely and organized prayer outreach.

Webmaster Responsibilities

1. Maintain and update the organization's website to ensure information is current and accessible.
2. Monitor site performance and address technical issues promptly.
3. Implement changes to improve user experience, navigation, and design as directed by leadership.

Email Coordinator Responsibilities

1. Manage the distribution of prayer emails and communication emails to the organization's community.
2. Organize and schedule prayer requests and updates and other messages for timely communication.
3. Ensure sensitive prayer information is handled with discretion and respect for privacy.

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Sound System Detail Duties
Sherry Fowler (Temporary)
NON- SECRETARIAT POSITION

The overall purpose of this committee is to:

1. Maintain current sound system in working order for the Weekends and the Ultreya's.
2. Create a short and/or long-range plan for the sound system to be able to broadcast throughout Camp Fellowship so that all Team Members can listen and/or view live the Rollo's while doing their work.
3. Assist and guide Camp Fellowship so they may find a way to purchase the necessary sound system equipment.