

Board of Member Care

Greeting Card Ministry Manager

Mission Statement: The greeting card ministry of Grace Lutheran Church exists to remember our members on special occasions, whether celebration or grief, when extra loving support and encouragement may be needed to lift them up as fellow Christians and family, all to the glory of God.

Description: The greeting card manager monitors the greeting card rack and ensures that there is a sufficient supply of greeting cards for everyday occasions, as well as during the different seasons and holidays of the year. The manager also sends out cards to members as requested by the office staff.

Qualifications:

- Member of Grace Lutheran Church.
- Good organizational skills
- Attention to detail
- Good at communicating and checks email regularly

Responsibilities:

1. Regularly check and tidy up the greeting card rack in the fellowship hall.
2. If a certain occasion is low on card supply, check the maintenance closet for more of the appropriate cards to refill the supply.
3. Monitor the supply of extra cards and order more as needed from Christianbook.com, or other appropriate card supply source. Turn in receipts to the office for reimbursement.
4. Be attentive to the changing special occasions of the year and stock the rack as appropriate.
5. Monitor the donation box on the card rack and turn in funds to Grace Circle as needed.
6. Send appropriate cards to members when requested via email by the office staff. Request postage supply from office as needed.

Time Commitment:

- Approx. 1 hour per month.
- At-will commitment, for as long as you are willing and able to serve.

Relationships: The greeting card manager communicates with the office staff.

Training: Training will be provided by the outgoing greeting card manager.