St. Luke's Lutheran Church & School

Oakfield, WI

Secretary Committee - Mission

Mission: The mission of Secretarial Committee is to support St. Luke's Church and School gospel ministry in our congregation and community.

Objectives/Duties:

In order to carry out this mission, we have the following objectives:

1. To compose and publish church bulletins and inserts, special orders of worship services, and newsletters.
2. To maintain church records such as attendance and communion.
3. To assist the pastor and school staff whenever clerical help is needed.
4. To assist other church committees and organizations whenever clerical help is needed.
5. To oversee the rental of church facilities.
6. To oversee the use and maintenance of office equipment and supplies.

Vision:

Our vision is to serve our Lord Jesus Christ. Out of thankfulness and love for the salvation He has won for us, we want to spread the good news to all people. Through our service to St. Luke's Church and School we strive to reach out to others with this gospel message of Christ crucified.