

## Growing in Mission : new opportunities with Falmouth & Penryn Churches Together (FPCT)

### 2 x Minutes Secretary

*FPCT is an umbrella organisation linking 19 churches in Falmouth, Penryn and the surrounding area with some 30 groups covering a wide range of activities supporting those in need and helping to share the love of God. Hundreds of people from across the churches are involved, and groups are organised in a variety of ways – some directly by FPCT, some by individual churches, and some by external organisations. Co-ordinating all this is the FPCT Forum, with representatives from all our churches and activity groups, which is quite a task! To ease the administrative load on individuals we are re-organising our 'back office' systems, creating a team to manage the secretarial and communications tasks which are so vital to achieving our mission.*

We are now in need of **two Minutes Secretaries** to service the Forum meetings (6 per year), sharing duties between them as convenient, so each secretary need attend only 3 meetings/year – for example, one might attend afternoon meetings, the other evening meetings. Tasks will include:

- Notifying Forum members (by e-mail) of forthcoming meetings
- Distributing agendas and meeting papers prepared by the FPCT Chair and Executive
- Attending Forum meetings and taking brief minutes, recording Forum decisions but not detailed discussions
- Distributing minutes to Forum members after approval by Chair
- Dealing with any related correspondence

This task is a **Mission Priority Task**, being part of our Vision for God's work in our area; without this we cannot properly function.

You will need a computer and reliable internet connection as all documents are stored online so they can be accessed and shared by all who need them. All communications will be via FPCT's own e-mail account and mailing list. This is a voluntary position, but any expenses incurred (e.g stationery) will be re-imbursed.

*Can you help us? No prior experience is necessary as full training will be given and advice and support is available whenever needed. This is an opportunity to learn new transferrable skills, make new friends and a very practical contribution to helping FPCT achieve its mission of working together to share the love of God.*

Please contact the FPCT Chair, Revd Robbie Bowen, [robert.bowen@methodist.org.uk](mailto:robert.bowen@methodist.org.uk) or 01326 378616, as soon as possible if you are interested or would like to know more.

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