



**NZ Lay
Preachers
Association**

Correspondence Secretary Job Description

The Correspondence Secretary is the “voice” of the NZLPA’s communication and correspondence, writing letters on behalf of the Association and making sure the right information is in the right people’s hands at the right time.

Responsibilities

- Answering queries when people contact NZLPA by phone, letter or email.
- Send out copies of our annual reports to partner churches.
- Send kindly reminders for Executive meetings, a week prior to each meeting.
- Forward Membership issues to the Registrar or other relevant person.
- Refer all queries regarding the processes for accreditation, membership and long service certificates to the website.
- Check if recent deaths are connected to the NZLPA membership roll.
- Sending greetings, condolence cards and letters, as required.
- Producing a list of correspondence for each Executive meeting’s agenda.
- Liaise with the “Touchstone” editor about articles, deadline dates and arranging for people to prepare articles about/for Lay Preaching on behalf of the Association.
- Keep an account of phone calls and postage.

Requirements

Exposure to at least some of the following would be an advantage.

- Reasonable Word-processing skills
- Creativity and imagination
- Editing skills.
- An understanding of the organisation of the Partner Churches.

Communication

The position reports to the NZLPA Executive Committee.

NZLPA is committed to supporting and celebrating the ministry of lay preachers across New Zealand.