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# role — secretary

## Description

Records and details help keep Awana ministries operating smoothly. The secretary provides much-needed organization to the Christ-centered fun of a church's ministry. Some churches have one secretary for all clubs and youth ministries. Others have separate secretaries for the separate programs.

## Responsibilities

- Organize records: child pick-up information, address, phone number, emergency contacts, etc.
- Handle registration fees, uniform and book payments, and/or record dues.
- Maintain weekly records of kids' attendance and achievement and maintain permanent achievement records.
- Establish a check-in and check-out process (with director/AMD)
- Tally team points.
- Assist in award presentations.
- Keep track of inventory.
- Supply information for parents.