

# ***Churches Together in Bishops Stortford need a secretary!***

## ***Can you help?***

**We are a friendly group, representing ecumenical churches and associated organisations in Bishop's Stortford, working together to bring God's love to our town.**

Your duties would include:

- Attend Forum meetings x 3 per year
- Attend Enabling Group x 3+ per year
- Prepare agenda and papers for meetings in consultation with Chair and send out to all partners
- Take minutes at meetings and distribute to all members, churches and associates
- Keep a register of Safeguarding policies from churches and associates
- Track all policy renewal dates

*We are also looking for a Communications Support Person to send monthly newsletters and promote events via social media. This could be part of the secretary role above, or a stand-alone role*

**Please contact David Clapham for more information**

**[CTBShelp@virginmedia.com](mailto:CTBShelp@virginmedia.com)**

