



St. Paul's Coptic Orthodox Mission Church of Chicago

Ministry:	Resource Cabinet	Position:	Lead
Location:	2500 N. Talman Ave	Travel Required:	No
Contact:	Nevine Mikhail	Time Requirement:	1 – 2 Hours /quarter
Job Description			
ROLE AND RESPONSIBILITIES			
1. The Lead			
<ul style="list-style-type: none">• Ask SS teachers and other servants on recommendations• Review requests with Fr James• Search possible vendors and fulfill orders• Fill cabinet with resources• Update spreadsheet with available resources• Remove donations and place in envelope, tally and place in main donation box for treasurer• Provide quarterly reminder to congregation of available resources in cabinet			
ADDITIONAL NOTES			
Last Updated By:		Nevine Mikhail, December 2022	