

## JOB DESCRIPTION: HISTORIAN

1. To attend monthly meetings of the Secretariat.
2. To keep the album of Weekend pictures, team list and candidate list up dated and current.
3. Contact the head coordinator for the Weekend to secure a team list, candidate list, and picture from the weekend.
4. Maintain a supply of albums and plastic covers. Contact treasurer if funds are needed for purchase of these items.
5. To prepare and distribute the new Curcistas and team members graduation envelopes for men's and women's weekends.
6. To provide donation envelopes, want to work list, application forms, and DeColores brochures at back of church for Holy Hours and Closings.



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