

6. Participates in overall guidance and planning of MCTD activities.

L). **DATA MANAGEMENT:** May 2017, 2020, 2023, 2026 etc

1. Maintains current documents in Microsoft Word or Microsoft Excel:

- By-Laws
- Policies and Procedures
- Service descriptions of each position
- Rector Script
- Talk outlines
- Rector's Orientation CD
- Pescadores service history
- Pescadores Secretariat service
- Meeting minutes
- Community Roster
- Other documents as appropriate

2. Participates in overall guidance and planning of MCTD activities.

M). **MEN'S REUNION Coordinator:** Nov 2019, 2022, 2025, 2028 etc

WOMEN'S REUNION Coordinator: Nov 2018, 2021, 2024, 2027 etc

1. Responsible for the establishment of Reunion Groups.

2. Communicates to candidates and Pescadores the function and purpose of a Reunion Group.

3. Be the driving force in encouraging Pescadores to belong to a Reunion Group.

4. Contact all candidates as soon as possible after a Tres Dias Weekend, to encourage them to join an existing or establish a new Reunion Group.

5. Be a member of a Reunion Group and attend as many other Reunion Group meetings as possible.

6. Encourages the flow of Reunion Group meetings with focus on prayer, fellowship and accountability to piety (Christ-likeness), study and action.

7. Develops and maintain a list of all existing Reunion Groups and their attendees.

8. Participates in overall guidance and planning of MCTD activities.