

## A Sample Job Description for CIRCLE LEADER(S)

- A. Preside at circle meeting; coordinate circle projects and activities
- B. Arrange meeting place(s) and acquire study leaders. If needed, arrange child care with the church
- C. Bring suggestions to Coordinating Team as requested by circle members
- D. Appoint a circle treasurer to manage circle finances:
  - 1. Facilitate, collect and record pledges; and forward to PW Treasurer
  - 2. Collect designated offerings (Least Coin, Birthday, and Thank), study book monies and Together in Service donations. Forward to PW treasurer.
  - 3. If the circle maintains a Sunshine fund, retain \$10.00 at the end of the fiscal year and forward the remainder to PW treasurer

(Thank you First United Presbyterian in Fayetteville)