

Position: Palanca Coordinator

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with Executive Committee (EC) approval.
- Serves without compensation.
- Accountable to NLS EC through the Executive Director.

Purpose:

A responsible servant of Jesus Christ who wishes to glorify God by facilitating the Palanca distribution among member secretariats. The Palanca Coordinator must enjoy communication, work well with email and be willing to keep a calendar of all weekends that are occurring in order to pass on the information.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. Actively work with the Regional Coordinators to update and post lists of weekends held nationally and internationally...both on the website and in the newsletter.
4. Be an available resource to send Palanca to sister ministries.
5. If possible, attend the National Via de Cristo (VdC) Annual Gathering to be a liaison to the Host Palanca Committee.
6. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
7. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the NLS President

Knowledge, Skills, and Related Gifts:

- Follow through and communication skills.
- Understanding of Palanca, letters of Palanca, gifts of love
- Distributing timely, Palanca information to member secretariats
- Fully understand Host Committee Palanca responsibilities and willing to work with Host Committee, as needed, at Annual Gathering.

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and need for meetings.

Extent of Public Contact:

Correspond regularly with secretariat Palanca Coordinators and the Regional Coordinators, and be available to Annual Gathering attendees when possible.