



SECRETARY NLS Nominee Information Form

Name: _____

Address: _____

City, State, Zip: _____

Telephone Nos. (H) _____ (W) _____ (C) _____

E-mail _____ (Fax) _____

Home Secretariat _____ Church Affiliation _____

Weekend Attended (please include year): _____

First and foremost pray for guidance before and while completing this form.

I have read through the current Job Description located at <https://viadecristo.org/job-desc/sec.pdf> and have a good understanding of what the position entails: Yes No

Are you active in a reunion group? Yes No. If "No", Explain: _____

Any family information you would like to share: _____

Experience with servant positions in churches: _____

Your experience in your local Secretariat and VdC weekends: _____

Your experience on behalf of the NLS in attending and working: _____

Computer skills: Word Excel Email Power Point Other _____

Your experience as a Secretary of an organization/ministry: _____

Your experience with attention to details, email, sending attachments: _____

Your experience with Microsoft Word and Excel, collecting and sorting data and creating reports: _____

Communication skills/experience: _____

Other experience which would help you as the NLS Secretary: _____

Special interests: _____

How do you see the position of Secretary promoting and supporting the growth and health of the Via de Cristo ministry? _____

Why do you feel that you are well suited to serve in this position? _____

Signature: _____ Date _____