



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: \_\_\_\_\_

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Your experience with attention to details, email, sending attachments: \_\_\_\_\_

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

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Communication skills/experience: \_\_\_\_\_

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Other experience which would help you as the NLS Secretary: \_\_\_\_\_

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Special interests: \_\_\_\_\_

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

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

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Signature: \_\_\_\_\_ Date \_\_\_\_\_