

**Journey With Christ**  
**Position Description: Document Review Committee Chair**

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” -1 Peter 4-10*

**General Qualifications**

- Live the life of a disciple daily through:
  - Prayer
  - Study
  - Service (action)

**Document Review Committee Chair Specific Responsibilities**

JWC Board Responsibilities:

- Participate in JWC Board Meetings to include:
  - Provide a report of activities since the last JWC Board Meeting.
  - Recommend changes to JWC Policies or Bylaws to address lessons learned.
- Participate in committee discussions that take place outside of official meetings (generally email discussions).
- Inform Board of committee issues and needs.

Document Review Committee Chair Specific duties

- Maintain the editable files of all JWC documents.
- Maintain PDF versions of all JWC documents.
- Assist JWC Board members with the preparation of new documents if needed.
- Coordinate revisions to existing documents.
- Coordinate with the JWC Web Servant to distribute approved documents.
- Administer the periodic document reviews

*“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25*