

**Grace Episcopal Church  
Ministry Role Description  
2025**

Ministry name:           Witness Reflection Program

Leader:                   Kathy Powell, [kpowell159@gmail.com](mailto:kpowell159@gmail.com), 757-478-9554

Leader role, responsibilities and duties

- Set schedule for publication of reflections for witness reflections
- Send reminder to reflectors of upcoming due date for reflection
- Edit reflection as needed or send for rector's review and approval if needed
- Send to Parish Administrator for publishing by Tuesday at noon for Wednesday eTimes