

# **YOUR United Methodist Church**

**POSITION:** EXECUTIVE SECRETARY

**COMPENSATION:** Salary, 40 hours per week for 52 weeks

**SUPERVISOR:** Business Administrator

## **RESPONSIBILITIES:**

1. Assist Administrator in completion of many office responsibilities. Oversee that accurate records are kept of all weddings, deaths, baptisms, and memberships. Provides legal statements for government or persons on request.
2. Maintain all church files (paper and computer) including past event history, special services, financial campaigns, maintenance records, warranty records, and church policies, as well as having policies available for distribution upon request.
3. Assume certain office responsibilities when Administrator is away.
4. Greet members and visitors as they enter church/office area and assist as needed.
5. Hotline: photocopy, and fold. Assist evening receptionist with preparing bulk mail labels. Oversee Hotline crew in preparation for mailing. Print and/or prepare inserts for Hotline.
5. Maintain Postage-by-Phone machine and post office bulk mail account. Work with post office to insure church mailings meet mailing regulations.
7. Maintain usher monthly schedule – send reminder postcards etc.
8. Maintain office machines and equipment supplies. Anticipates future needs for office equipment and supplies. Assist users who may be unfamiliar with equipment to ensure appropriate and correct usage.
9. Track paper use and needs for bulletins, Hotline, fliers, etc.
10. Assist as possible, people who come into the church asking for help.
11. Type and produce weekly bulletin (two services with both large and small print). Prepare bulletin inserts. Maintains adequate stock of bulletins for both regular worship and special occasions, such as funerals
12. Oversee maintenance of computer database on church membership. Assist in maintaining up-to-date records of membership using CDM+ and membership card file.
13. Assist with year-end Church Conference Reports. Under the direction of the Business Administrator, gather information needed to complete the year-end statistical reports for the Conference office.
14. Maintain permanent records. Sunday Bulletins, Hotline,

15. Recruit volunteers for receptionist desk. Track volunteer scheduling to assure coverage on desk for regular business hours. Coordinate projects assigned to receptionists. Provide relief to receptionists when they need to be away from desk.
16. Oversee volunteer in charge of altar flowers.
17. Assist in annual volunteer luncheon.
18. Prepare letters for parents of baptismal candidates, send baptismal book, fill out baptismal certificates.
19. Complete information for cradle cross certificate.
20. Track stock of baptismal certificates, cradle crosses, and baptismal candles and order same.
21. Coordinate and prepare usher appreciation breakfast
22. Master church calendar: maintains up-to-date calendar of all church and community activities. Anticipate possible conflicts with program staff and applicable committee chairs. Book facilities for outside groups in coordination with Administrator.
23. Oversee requests for use of church van. Maintain adequate insurance for the van in coordination with administrator. Keep master calendar for van. Maintain a log of acceptable drivers and is responsible for maintaining key access.
24. Receive wedding requests from wedding coordinator to take to staff for approval. Communicate staff decision to wedding coordinator.
25. Receive requests for funerals and makes necessary arrangements.
26. Assume lead secretary role. Delegate secretarial duties as needed to receptionists and secretary.
27. Serve as the administrative assistant to the Associate Pastor and Director of Music and Arts and Director of Education and Programming.

## **YOUR United Methodist Church**

**POSITION:** Part-time Receptionist/Secretary

**COMPENSATION:** Hourly, 17.5 hours per week

**SUPERVISOR:** Church Administrator

### **RESPONSIBILITIES**

1. Receptionist in Church building.
  - Daily pick-up of mail for church
  - Answer phone
  - Greet members and visitors as they enter church and assist as needed.
  - Interact with pre-school staff and parents when assistance is needed.
  - Locate staff members when needed.
  - Direct visitors as needed.
  - Interact with homeless and needy. Direct folks to church office as needed.
  - Track people in church building for safety and security reasons.
2. Answer church phone calls.
  - Occasionally a message will need to reach the church building or staff who are in the church building.
3. Provide assistance to church staff as requested.
  - In the secretary position, the person will need basic typing abilities for a moderate amount of data entry.
  - Photocopy for staff as requested.
  - Track paper use and needs for church building.
  - Assisting with copying and mailing brochures, programs, publicity, letters and other information as needed (folding, stuffing envelopes, sealing, labeling, etc.).
  - Other staff members may ask person to place phone calls to remind people of meetings or to invite people to a special meeting.
4. Monday A.M. change the reader board located in front of the church with updated information for the following week.
5. Keep the Greeter Board and Usher Board updated.

Weekly monitor sanctuary registration pads to:

- Assure that all Sunday attendance sheets have been turned into the office.
  - Assure that pads are filled, there are prayer cards in each pad, an offering envelope in each pad and a working pen in each pad.
7. Monthly reminder phone calls to communion stewards.
  8. Assemble into book form the sermon manuscripts for distribution within the church and for mailing to those on the Sermon Mailing List. (Materials and instructions will be provided by Executive Secretary.)
  9. Tracking and possible assigning space for church building use during the day.
  10. Copy, categorize and distribute sign-up sheets from Sunday Bulletins to individuals and groups.
  11. Keep count for special dinners and events for Fellowship Committee.
  12. Attend to North entrance bulletin boards

13. Assist school program as needed (soup labels, pencils, etc.).

14. Unlock north east and north west parking gates when leaving at 4 pm.

## **YOUR UNITED METHODIST CHURCH**

**Position:** Administrative Assistant

**Position Statement:**

The Administrative Assistant performs a comprehensive range of administrative functions for the church in a professional manner and provides clerical support to the staff and ministry leaders at YOUR UMC. The Administrative Assistant also creates a friendly, warm and welcoming, Christian attitude and a spirit of cooperation to all people coming into or calling the church.

**Responsibilities:**

1. Administrative
  - a) Provide "front-desk" reception duties to include greeting and assisting all visitors
  - b) Answer incoming calls promptly, respond to e-mails, faxes, and handle mail
  - c) Provide administrative support to all staff members and ministry leaders

- d) Maintain all official church records, membership records, annual conference reports, and legal documents
  - e) Maintain church calendar and coordinate events
  - f) Order and stock office supplies
  - g) Maintain office equipment, arrange maintenance/repair of office equipment
  - h) Schedule facility rentals, invoice and receipt all payments for building use and weddings
  - i) Collect supporting documentation for Good Sam requests, approve or seek approval for requests and process payment
  - j) Process (by sorting into categories) communication cards and distribute to leadership team
  - k) Process bulk mailings and stay current on USPS mailing requirements
  - l) Participate in and provide administrative support for miscellaneous committees and project teams
2. Communication / Publishing
- a) Produce and print weekly worship folders and monthly newsletters by gathering information and inputting into Publisher
  - b) Print communication cards, pew envelopes, occasional special offering envelopes, and other large in-house print jobs
  - c) Post information on bulletin boards
  - d) Provide Press releases for events
3. Systems
- a) Update and oversee YOUR UMC website
  - b) Perform regular basic server maintenance to include tape back-ups, installation of updates and basic troubleshooting
  - c) Create e-mail accounts for new users (ministry leaders and volunteers)
  - d) Provide software training for YOUR UMC database, office, and e-mail programs
4. Miscellaneous
- a) Attend weekly staff meetings
  - b) Attend and take minutes at all Coordinating Team meetings, Church Council meetings, and Annual Church Conference gatherings
  - c) Establish departmental goals and objectives for each year by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly
  - d) Respond to custodial/maintenance issues
  - e) Meet with pastor twice weekly to provide additional support for special projects, research, troubleshooting and brainstorming
  - f) Other duties as needed or assigned

**Qualifications:**

- a) Ability to take initiative, use mature judgment and work independently
- b) Ability to maintain confidentiality
- c) Friendly and outgoing personality
- d) Ability to prioritize and multi-task, working with frequent interruptions
- e) Knowledge and experience with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Publisher, the internet, PowerChurch Plus Database, Microsoft Visio and Microsoft Project
- f) Basic working knowledge of Windows 2000 Network Server
- g) Ability to use multi-line phone system, Duplo machine, network/LPT printers and other office machines

**Requirements and Physical Demands:**

- a) Minimum of five years related experience
- b) Knowledge of the United Methodist Church and its traditions is desired
- c) Frequent standing, sitting, bending, and walking
- d) Occasional lifting, pushing, pulling

“Therefore, as we have opportunity, let us do good to all people...”. (Galatians 6:10)

### **SAMPLE: Business Administrator Position**

#### Position Statement

The Business Administrator will establish and implement church-wide personnel, administrative, and ministry objectives, policies and programs which are in keeping with the church's overall vision. This position reports directly to the Senior Pastor and indirectly to the Staff/Parish Committee and the Church Council for the efficient and effective administration of all church business affairs. This position serves as a steward of the physical, financial, and personnel resources of the church.

#### Responsibilities

##### BUSINESS ADMINISTRATOR

- Provide day-to-day management of office support staff, personnel policies and procedures, congregation relations, communication, and make recommendations for purchasing
- Develop and direct the implementation of strategic business and/or operational plans and projects
- Execute and maintain a Ministry Action Plan

- Executive oversight of staff programs and congregational- based programs, organizations and ministries
- Management of administrative computer and telecommunication systems
- See to the preparation and distribution of church reports from appropriate persons

## **YOUR United Methodist Church**

POSITION: Building Manager

COMPENSATION: Salary, Full time

SUPERVISOR: Church Administrator

### RESPONSIBILITIES:

- a. Respond to alarms reported by the Security Company
- b. Supervise youth work crew to clean the sanctuary. Make sure the sanctuary is clean after every event, vacuum sanctuary, clean Narthex bathroom, mop Narthex, and remove trash. Dust and mop the Tower room at least monthly. Finish any work the youth do not complete on a weekly basis
- c. Police coffee pots
- d. Set up and take down for programs.
- e. Perform minor plumbing repairs in the kitchen and bathrooms.
- f. Be familiar with all church equipment (audiovisual equipment, dishwasher, etc.).
- g. Maintain walls (minor repairs only).
- h. Maintain steam system of church on a daily basis (treatment of water, monitor heat levels, etc.).

- i. Monitor air conditioning system. Order inspection every two years.
  - j. Place all banners in the sanctuary as required.
  - k. remove all trash from building on a daily basis at the end of shift.
  - l. Check cleaning of all bathrooms on a daily basis and clean as needed
  - n. Replace air filters throughout both buildings every three months.
  - o. Perform minor electrical repairs as needed.
  - p. Set up for worship services, see check list
  - q. Attend weekly staff meetings
  - r. Maintain regular maintenance schedule of all floors for buffing, stripping and waxing, and cleaning carpets
  - s. Respond to daily requests for help, actively seek solutions to problems as they arise and communicate with administrator if difficultly fixing the problem.
  - t. Police burned out lights and replace in a timely manner.
  - u. Wash windows regularly in conjunction with the custodian. Work out a written schedule for window cleaning
  - v. Clean coffee spills in butler's pantry daily
  - w. Organize products in boiler room per product for easier access for those not familiar with the boiler room supplies
  - x. Repair screens, light switches, and handles on windows as necessary
  - y. Check room set up on a daily basis and return all equipment to its proper storage place after meetings and events.
  - z. If there is a Saturday event, vacuum, clean bathrooms, empty trash, clean lobby area
2. Perform the following outdoor maintenance duties:
    - a. Remove snow from steps and walls as needed. Salt sidewalks and parking lots as needed
    - b. mow lawn.
    - c. Maintain all church signs.
    - d. Monitor and identify major maintenance needs as they arise (roof, walls, windows, etc.).
    - e. Maintain parking lots, keep clean and clear of weeds
  3. coordinate work responsibilities of the Church.

Support weddings, funerals, and receptions held at the church (additional fee received for this activity) exception: no extra fee for funerals if during regular business hours of the church



## **YOUR United Methodist Church**

**POSITION:** Custodian

**COMPENSATION:** Hourly, 40 hours per week

**SUPERVISOR:** Building Manager

### **RESPONSIBILITIES**

1. All Staff offices and general church space:
  - All clear glass
  - All Entrances and lobby

2. Church cleaning:
  - Worship and Arts Room
  - Chapel bathrooms
  - fellowship hall bathrooms
  - choir rooms

Parlor and kitchenette:

1. Dust furniture
2. Kitchenette
  - a. Wash counters
  - b. Scour sink

Kitchen

1. Wash counters
2. Refrigerator
  - a. Check for spills
  - b. Discard unmarked food
  - c. Once a month, inside & out

- d. Clean all stainless surfaces Mon, Tues, Wed, Thurs, Fri and Sat
- 3. Mop every Monday, Tuesday, Wednesday, Thursday, Friday and Saturday
- 4. Monitor floor drains daily and thoroughly clean monthly
- 6. Daily trash removal and monthly cleaning of trash cans.

Elevator  
 Third floor hallway  
 Parlor and chapel hallways and ramp  
 Basement hallways  
 All Entrances  
 Choir loft  
 Music director's office  
 Sanctuary  
 Balcony and stairs  
 Chancel  
 Narthex  
 Barclay side entrance  
 Third floor, Narthex

- 5. Sinks & mirrors
- 6. Toilets
- 7. Floors
- 8. Replace paper products
- 9. Showers
- e. Disinfect floors

b. Wipe down walls

- 3. Perform any other duties requested by the Building Manager such as setting up for church meetings, setting up for blood drives, etc., for smooth operation of the church.

Purchase supplies in coordination with Building Manager

Take out trash as daily

# **CHRISTIAN EDUCATION DIRECTOR**

- Teaching / Leadership Development
  - Create and present a weekly Children's Message for two services incorporating props, video, PowerPoint or other visuals
  - Recruit, hire, train, lead, schedule, and provide direction to volunteers in all children's programs age Birth-Grade 5
  - Hold accountability for all education programs and be available for advisement of such programs
  - Develop recruitment strategies that enhance lay involvement in Education Ministries
  - Organize training and planning sessions for children's leaders/workers
  - Lead an Adult Education class occasionally
  - Be visible at Wednesday Family Night
  
- Curriculum / Classroom
  - Select, evaluate, create and monitor overall curriculum for Children's Ministries ages Birth-Grade 5
  - Ensure the cleanliness and safety of each classroom
  - Prepare classrooms and registration table weekly
  - Ensure all Children's Ministry volunteers are in their place each Sunday
  
- Christian Education Administration
  - Manages organization design, programming, communications and other issues regarding the ministry
  - Responsible for communications of children's programs, events, and responsibilities to parents, children, staff, and volunteers
  - Prepares and administers Children's Ministry budget
  - Submit/update Children's Ministry applications and interview candidates using the Wesley Park Child-Protection Policy
  - Compose and mail notes to visitors and volunteers

- Miscellaneous
  - Meet and greet visitors with children
  - Attend weekly staff meeting
  - Meet with pastor weekly
  - Attend monthly Coordinating Council meeting
  - Establish departmental goals and objectives for each year by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly
  - Purchase classroom supplies
  - Other duties as needed or assigned

## **YOUR United Methodist Church**

**POSITION:** INFANT NURSERY SUPERVISOR

**COMPENSATION:** Paid part-time position

**SUPERVISOR:** Education Director

### **RESPONSIBILITIES:**

Oversee the care of infants in Sunday nursery by:

1. Supervising adult helpers
2. Supervising youth helpers
3. Greeting parents & listening for special care instructions
4. Following child protection guidelines as set forth in Your UMC policy
5. Keeping toys and equipment clean and safe
6. Communicating concerns with Education Director

Supervision by Education Director

Paid part time position

3 hours on Sunday morning (2<sup>nd</sup> Sunday in September – 1<sup>st</sup> Sunday in June)

1 1/2 hours on Sunday morning during summer

**YOUR United Methodist Church**

**POSITION: TODDLER NURSERY SUPERVISOR**

**COMPENSATION:** Salaried part time position - 3 hours on Sunday morning  
(2<sup>nd</sup> Sunday in September – 1<sup>st</sup> Sunday in June)

**SUPERVISOR:** Education Director

**RESPONSIBILITIES:**

Oversee the care of toddlers in Sunday nursery by:

1. Supervising adult helpers
2. Supervising youth helpers
3. Greeting parents & listening for special care instructions
4. Following child protection guidelines as set forth in YOUR UMC policy
5. Planning appropriate weekly lesson
6. Keeping toys and equipment clean and safe
7. Monitoring snack supplies in resource room and restocking as necessary
8. Communicating concerns with Education Director

Supervision by Education Director

Salaried part-time position

3 hours on Sunday morning (2<sup>nd</sup> Sunday in September – 1<sup>st</sup> Sunday in June)

1 1/2 hours on Sunday morning during summer

**YOUR United Methodist Church**

## Treasurer

JOB DESCRIPTION:	Church Treasurer
COMPENSATION:	Hourly, 16 hours per week
SUPERVISOR:	Business Administrator

Responsibilities include but not limited to:

- Accounts Payable
- Accounts Receivable
- Weekly deposits
- Sunday morning offerings to the vault
- Special Fund administration
- Flex spending accounts
- Contribution entry
- Credit card and ACH giving records/processing
- Maintain giver confidentiality
- Keep giver's envelope system current
- Sell gifted stock
- Record special offerings and distribute accordingly
- Keep current with software, attend training events as needed
- Close books monthly
- Bank Statement reconciliation
- Monthly financial statements prepared for Finance committee and committee chairs
- Update and maintain capital campaigns
- Record and maintain annual pledge drive
- Prepare and send pledge confirmation letters
- Track memorial gifts and send acknowledgements
- Qtrly giving statements
- Year – end report of financial giving to the WMCT
- Compile budget and record in CDM+
- Update giving history
- Close periods and year
- Track new member pledges and gifts
- Bi-annual audit review
- Respond to members concerns regarding pledges, gifts etc.
- Pension, health and disability forms completed with direction of Business Administrator
- Perform other duties as assigned by Business Administrator