

First United Methodist Church
Church Administrative Assistant
And Financial Secretary

Job Summary:

The position of Church Administrative Assistant/Financial Secretary shall include the following duties and others as assigned by the Pastor, the Finance committee and the SPRC committee. It is not meant to be all inclusive and may require additional responsibilities as time and circumstances warrant.

The Church Administrative Assistant/Financial Secretary shall not be related to the Church Treasurer.

Job Description:

General Office Duties

1. Greet those who come into the church office and assist them in an efficient, pleasant and businesslike manner.
2. Be administrator of the Breeze program.
3. Receive telephone calls concerning the scheduling of weddings, baptism, funerals, etc. and schedule these events in consultation with the Pastor, Youth Director or others as necessary.
4. Refer information of sickness or other pastoral concerns to the Pastor, Youth Director or others as may be necessary in accordance with the office policy.
5. Receive and distribute mail.
6. Act as receiving agent for shipments and deliveries, contact corresponding recipients and provide acknowledgement as needed.
7. Receive all telephone reservations and cancellations for scheduled church activities.
8. Organize the office affairs into a workable schedule of priorities and review with the Pastor, Youth Director and others as may be necessary.
9. Handle correspondence as directed by appropriate parties - Pastor, Youth Director, committee chairs or others as may be necessary.
10. Order office supplies as needed.
11. Maintain church calendar. Communicate to the Pastor, custodian and others, activities relevant to the general church calendar and any special meeting logistics.
12. Compose and type bulletins under direction of the Pastor, Youth Director or others as may be appropriate.
13. Record and distribute incidental money's which may come through the office and notify appropriate personnel.
14. Record deaths, births, marriages, baptisms and maintain membership roll in coordination with the membership secretary.
15. Maintain and update church mailing list on a monthly basis.
16. Refer the changing of memberships to the Pastor or Youth Director as may be appropriate.
17. Edit and publish the monthly newsletter, UWF program book and others upon request.

18. Collect attendance books from sanctuary after Sunday services of worship for recording. Record weekly worship attendance and inform the Pastor or Youth Director of any appropriate communication shown. Give list of visitors to the Pastor on Monday of each week and the Witness Ministry Team Chair for follow-up.
19. Administer routine maintenance and office equipment needs. Be proficient on the operation of all office equipment,
20. Maintain and update bulletin board as needed.
21. Send meeting reminders to committee members.
22. Provide and collect information and complete forms for Charge Conference and year-end reports with the pastor.
23. Maintain a record of all keys and distribution.

General Finance Duties

The Financial Secretary is to work closely with the Chair of the Finance Committee.

The Financial Secretary's work is to be directed by the Guidelines and Policy for Securing and Counting Offerings and Other Funds statement.

Supervise the Counting Committee, which shall consist of at least two people from a list of counters approved by the Finance Committee. Approved Counters and the Financial Secretary shall not be related or residing in the same household. A member of the Counting Committee will collect all offerings and place all in the church safe on Sunday. The money will be counted on Monday mornings, or if Monday is a holiday, then on the next business day. Money will be counted by two of the Counting Committee members along with the Church Administrative Assistant. The Church Administrative Assistant will not count the money by his/herself. After counting the money, the Church Administrative Assistant/Financial Secretary shall make all necessary deposits in the appropriate bank within two business days following the taking of the Sunday offering. The deposit slip(s) shall be returned to the Church Treasurer/church office.

1. Is responsible for deposits to all the main accounts of the church as designated by the Finance Committee according to their financial policies and procedures.
 - a. All checks and cash that are received should be processed in a timely fashion with all checks stamped "For Deposit Only".
 - b. Record the contributions to each family's contribution record in Breeze and to the general ledger. Records must be kept so that retrieval of the items deposited can be verified in case there is a dispute over an item deposited.
 - c. Keep records of all the contributions, distributions and deposits, as well as, developing a system to match deposit slips with computer records.
 - d. Instruct the Church Treasurer about the allocation of funds to their proper accounts, transfer of funds to other accounts and gifts given for special projects and missions. Contributions to benevolence projects (i.e. – Memorial, Building, Organ, Music, Faith Promise, etc.) shall not be used for any cause other than that to which they have been given.
2. Attend all monthly Finance Committee meetings. If unable to attend a meeting, the Financial Secretary shall notify the Pastor and the Finance Committee Chair, providing the needed monthly reports. The reports shall contain the status of contributions to the

church each month for all accounts handled, along with a comparison of giving for the same month from the previous year.

3. Prepare and distribute year-end giving statements for church members.
4. Provide information to the Auditor for the completion of the annual financial audit report.

In addition to the above duties, the Church Administrative Assistant/Financial Secretary will be familiar with the established office policy which is attached.

Benefits:

1. Pension: During the first year the Church Administrative Assistant/Financial Secretary may contribute monies into the pension plan established for church employees. After his/her first year anniversary date the church will match his/her contributions up to 3%.
2. Vacation: The Church Administrative Assistant/Financial Secretary will be entitled up to 1 week **(30 hours)** paid vacation after the first year anniversary date. After each subsequent anniversary date he/she will be entitled to 2 weeks **(60 hours)** paid vacation. Vacation days not used by each anniversary date will not be carried over into the next year and will not be paid.
3. Holidays: The Church Administrative Assistant/Financial Secretary shall receive pay for the following holidays. Holiday pay shall be figured on the basis of six **(6)** paid hours per day.
 - Monday after Easter
 - Memorial Day
 - Fourth of July or other approved July date if falls on weekend
 - Labor Day
 - Thanksgiving Day and the day after Thanksgiving
 - Christmas Eve (off at noon) or other approved December date if falls on weekend
 - Christmas Day or other approved December date if falls on weekend
 - New Year's Eve (off at noon) or other approved January date if falls on weekend
 - New Year's Day or other approved January date if falls on weekend
 - Martin Luther King Jr.
 - President's Day

Work hours per week: **8:00am to 3:00pm (one hour off for lunch), Monday through Friday (30 hours per week).**

Pay Period: Every two weeks

Reports to: Pastor (job direction)
Finance Committee (financial job direction)
SPRC Committee (administrative)

Date: November 8, 2016

July 24, 2023

Updated: August 20, 2019 SPRC
Updated; March 2, 2022 SPRC

General Church Office Policy

1. The Church Administrative Assistant is considered the personal secretary to the Pastor and Youth Director.
2. The Church Administrative Assistant serves in the role of public relations person, exercising diplomacy and congeniality.
3. Some information coming through the office will be confidential. The Church Administrative Assistant must maintain the confidence of that information and the identity of those conferring with the Pastor or Youth Director.
4. The Church Administrative Assistant should not speak for the Pastor or Youth Director except as directed by the Pastor or Youth Director.
5. Request for work from others within the church fellowship or related community should be prioritized within the routine responsibilities of the Administrative Assistant. Request beyond normal expectations should be handled under the Pastor's direction.
6. The Church Administrative Assistant may be confronted with controversial matters brought to the office. The Administrative Assistant must use tact and diplomacy in dealing with the person or persons involved and direct these individuals to the Pastor, Youth Director or SPRC Committee.
7. The Church Administrative Assistant should maintain professional conduct concerning any negative comments of the Pastor, Youth Director or the church. Criticism should be brought to the Pastor, Youth Director or SPRC as necessary.

July 24, 2023