

7.2 OFFICE ADMINISTRATOR/BOOKKEEPER POSITION

1) Time: 18-24 hours/week. Compensation to be negotiated based upon skills and experience.

2) Position is ordinarily filled with a three year commitment.

3) Qualifications needed for this position:

- a confessing Christian
- a good knowledge of the Christian Reformed Church
- ability to work with Microsoft and Quickbooks software programs
- good typing and writing skills
- good communication skills
- attention to detail

4) Skills needed for this position:

- compassionate –able to be a “sounding board” for all members with a heart for people
- assertive - directing members through proper channels
- sound in judgment –directing inquires for pastor and other church leaders
- organized -ability to multi task and balance priorities
- Personable -good telephone and communications manner
- Self-directed -ability to assume responsibility with little or no supervision
- Flexible –recognizing that the role will come with challenges

5) Job Description:

Major Responsibilities:

1. Provides clerical and office support for the pastor, other staff members and Council appointed officers, leaders, ministries in general and volunteers.
2. Takes responsibility for computing, printing, distributing and mailing of matters related to the ministry, various activities, and initiatives of Calvary Christian Reformed Church.
3. Maintains an accurate accounting of the church’s financial records.
4. Maintains the church membership records, and records of minutes of the committees.
5. Maintains an efficient administration, and with respect to office needs, a cost effective environment within budget.
6. Answers the telephone and receives visitors. Checks telephone, mail and email messages and forwards to appropriate members.
7. Maintains a list of church activities and duty schedules and coordinates church facility rentals.
8. Does additional tasks appropriately if requested which are related to the activities of Calvary Christian Reformed Church.

1) Council

- a) Process and distribute, with the Pastor and Clerk, to all members of Council: meeting agenda and support materials, meeting and event schedules.
- b) Process changes in the Congregational hand book, and update it periodically.
- c) Coordinate with the pastor and district elders' notification to the congregation of a member's death and funeral arrangements.

2) Committees

- a) Process minutes, schedules, agendas, correspondence and other materials for all committees.

3) Pastor

- a) Assist the pastor wherever possible with administrative duties.
- b) Screen calls and mail, redirect if needed.

4) Congregational Meetings

- a) Process and distribute meeting agenda and other materials relative to congregational meetings (to all members of the congregation) and minutes (to all Council members) the week prior to the scheduled date.

5) Records (Membership & General)

- a) Maintain the official membership records of the church in record book and in database.
- b) Process membership changes regularly (baptisms, professions of faith, marriages, deaths, etc.) and inform the district elder.
- c) Record in the Register of the Church immediately, as they occur, all baptisms, weddings, deaths, transfers in/out, from/to other CRC's and non CRC churches, and members received through evangelism. Keep an exact count and relay to the chair of elders, when requested. Provide a summary of church registry data annually for the CRCNA yearbook as requested.
- d) Receive and send out official membership transfers/letters of membership.
- e) Obtain and prepare certificates for baptism and profession of faith.
- f) Maintain and update directory information in the Bridge App, as needed

6) Administration

- a) Gather information and prepare church weekly newsletter (CTW – Calvary This Week) and email to Congregation (Wednesday each week)
- b) liaise with guest pastors, pastor, musicians, A/V crew, ushers etc., as needed
- c) Keep files up-to-date. Electronically file a copy of Council, Board of Administration, Deacon, and committee minutes. Distribute and/or file correspondence.
- d) Open all church mail, except those items which are marked “personal” or “confidential.” Pick up parcels from post office when required. Distribute letter and parcel mail to the appropriate persons for processing.
- e) Communicate with congregation via mass email when necessary.
- f) Maintain table at the entrance of the church with current material.
- g) Purchase and receive reimbursement for postage and office supplies, as needed.
- h) Ensure proper maintenance of office equipment.

7) Orders of Worship/children’s bulletin

- a) Print up the order of worship and children’s bulletins weekly
- b) Type and print funeral programs if requested by members.
- c) Keep duty schedules up to date and accessible to the pastor, worship coordinator and council.

8) Worship Slides

- a) Create and loop pre-service slides as needed
- b) Ensure all songs are uploaded into Easy Worship for the services (leave folder of slides on the desktop)
- c) Create as needed and upload all service slides into Easy Worship, following the Order of Worship
- d) liaise with musicians

9) Photocopying

- a) Photocopy any requested material for the various committees and groups of the congregation.
- b) Coordinate maintenance and repair of photocopier.
- c) Order paper and supplies for photocopier.

10) Rental Coordination

- a) Respond to rental inquiries and submit requests to Building and Maintenance.
- b) Book dates and times, and secure a signed rental agreement and payment.
- c) Inform custodian, audio crew supervisor and all others who are affected by the rental.
- d) Process invoice and collect payment

11) Bookkeeper Duties

- a) Maintains accounts for church in Quickbooks program
- b) Records offering income as reported by deacons.
- c) Remit cheques for expenses as approved by administration or committee chairs
- d) Reconcile bank account monthly against bank statement.
- e) Payroll for employees and tendered positions
- f) Remit payroll expenses to Receiver General quarterly.
- g) Record and apply for HST rebate bi-yearly; process T4s annually
- h) Provide Committees with budget updates when requested.
- i) Work with Council treasurer to provide updated statements to congregation quarterly.
- j) Work with Council treasurer to prepare yearly budget.
- k) work with accountant to submit charity return yearly