

# CMCL Administrative Assistant

January 2007

## Staff Support (BOTH)

1. Meet regularly with staff to review work in progress and carry out special requests for assistance.

## Communication (BOTH)

1. Facilitate communication among committees, congregation, and community.
2. Prepare and print weekly bulletin and announcements.
3. Maintain church bulletin boards.
4. Prepare announcements, press releases, and articles for newsletter, bulletin, bulletin boards, and web page.

## General Office

- G/R 1. Sort and distribute incoming mail.
- G/R 2. Maintain congregational database, records of membership, communication of births, deaths and marriages with *The Mennonite*. Prepare rosters for leadership selection, Christian Education, and other groups requesting lists of particular groups of individuals.
- G/R 3. Coordinate church calendar with facility needs, etc.
- G/R 4. Handle incoming phone calls and perform general receptionist duties.
- G/R 5. Maintain filing system.
- G 6. Take responsibility for petty cash.
- G 7. Maintain and continuously update church pictorial directory.
- G 8. Mail publications to Mennonite Historical Society for archiving and to Atlantic Coast Conference Currents
- G 9. Copy and distribute committee minutes to appropriate persons. File minutes.
- G 10. File newsletters and bulletins.
- G 11. Maintain shelf and visibility for previous weeks' bulletins and announcements.
- G 12. Create mailboxes for newcomers.
- G 13. Maintain and distribute greeter and usher schedule with volunteer coordinator.
- G 14. Update annual CMCL directory.
- R 15. Maintain office machines.
- R 16. Order office supplies.
- R 17. Pick up bulletins from printer or arrange for volunteer pick up and stuff inserts.
- 18. Maintain library (need a volunteer to do this)

## Support Service for Committees (some specifics on second page)

- R/G 1. Be a staff presence at Council meetings, Program Commission meetings, and Congregational meetings and take minutes.
- R 2. Be available to Program Commission chair, Council chair, and Committee chairs for special assignments.
- R 3. Work with Program Commission chair to orient new committee chairs. Keep policy manual up-to-date to help with committee transitions.
- R 4. epresent church at various events such as court appearances or business transactions.

## General Considerations

1. Publish and staff regular office hours.
2. Pastor provides supervision. Overall accountability is to staff relations.
3. Stagger vacation times.

## **Specific work with committees...**

### **Children and Youth Committee (GLORIA)**

- 1. Print out children's activity sheet for each Sunday.**

#### **Facility (ROD)**

1. Implement procedures put in place by Facility committee.
  - maintain log of key holders.
  - schedule facility use.
  - provide appropriate support for rental groups.
  - Maintain lost and found.
  - maintain inventory of supplies (paper, etc.).
  - Set up reviews for insurance policies; adjust and renew policies as needed.
2. Advise Facility Committee on the need for repairs.
3. Coordinate set-up need.
  - Communicate with Sexton Chris concerning facility needs.
  - Coordinate Sunday morning set up. Work with sexton to tidy up church each week prior to Sunday service.
  - coordinate set up, clean up, and tear down support for special events.
4. Prepare monthly log of facilities use.
  - Send thank you notes to persons, organizations who have provided services gratis.
  - Coordinate use of our building for downtown New Year's Eve event.

#### **Financial (ROD)**

1. Receive requests from program chairs for disbursement or payment of bills.
2. Prepare/check vouchers, write checks and submit to treasurer for signing. Mail/distribute checks.
3. Work with treasurer to communicate financial information to church members.
4. File all paid invoices.
5. Work with budget committee preparing annual budget. Prepare cover letter for annual budget.
6. Prepare and distribute all budget request forms, preliminary and final budget.
7. rack financial transactions, spending patterns, etc.
8. initiate stock when in-kind stock donations are made to church; separate these funds from YAEF endowment fund monies.

#### **Young Adult Endowment Fund (Rod)**

- Attend meetings, take minutes, transfer funds from endowment to general fund for disbursement to recipients.
- Monitor scholarship fund; follow up with recipients, make sure fees are paid to colleges on time.

#### **GENERAL (Rod)**

- Retreat Planning – Work with planning committee selected by Program Commission. Be responsible for logistical arrangements with retreat center.