

Church Administrator / Secretary

Worship

Work with Pastor and worship leaders to co-ordinate Order of service. Order and Prepare and arrange sacraments for communion

Print / make copies of Bulletins for Services for Sundays and other special services as needed.

Make power points of readings and songs for display on the screen during services.

Assist with technology in the sanctuary and other areas as needed for meetings. Be available for Sundays to support technology and other Worship services as needed.

Accounting and payables

Make deposits in the banks and pay bills

Monthly settlement of all bank statements and keep records after verification by the finance chair.

Use Quick books to reconcile all income and expenses on a monthly basis.

Payroll

Pay employees and contractors as needed on a regular basis.

Produces W2 or 1099 for yearend filing. File tax returns as necessary.

Charge Conference and Annual reports

Produce and file returns for charge conference

Produce and file Annual reports.

Maintenance and management

Manages all phone calls and emails and USPS mails for the church.

Maintains internet, phone lines, computers, fax, printers, displays and other electronics. Call for repairs or maintenance as needed.

Maintains the security alarm system, add users, remove users and call in repairs as needed.

Keep the office area, the office lobby, office bathroom and sanctuary clean.

Order and maintain supplies for the church including worship supplies.