

Memorial Baptist Church

Job Description

Administrative Assistant

I. Church Financial Records

A. Giving/Contributions

1. Maintain contributions received by mail or otherwise in a secure location.
2. On Mondays, take all contributions/offerings to the bank, accompanied by two (2) members of the Teller Committee. Count contributions and sort into appropriate account/designated fund and make the corresponding deposits.
3. Record deposits in accounting software and/or other forms necessary to maintain an accurate accounting of the various accounts and funds which comprise the financial resources of Memorial Baptist Church.
4. Record individual giving in order to track yearly contributions.
5. Provide annual report to individuals to reflect their giving for the calendar year; these reports are due no later than the end of January for the preceding year.

B. Payroll

1. Prepare payroll information including federal, state and city taxes and process payroll checks and the appropriate tax payments.
2. Maintain payroll records and issue W-2 forms for all employees no later than January of the following year.

C. General Administrative

1. Receive invoices for goods and services and process these invoices and other financial obligations for payment.
2. Prepare financial information for the Stewardship Committee meeting every other month.

II. Volunteer Scheduling

- A. Maintain a calendar of church events.
- B. Keep list of van riders and distribute to van drivers who volunteer to drive on Sundays.
- C. Relay messages to committees by email about repairs or problems in the building or with vehicles. Report immediate needs to Senior Pastor and/or Administrative Oversight Committee.
- D. Send out emails and postcard reminders to those on the Sunday worker's schedule.
- E. During Upward season (August-March) take applications, make deposits and answer questions about the Upward Basketball and Cheerleading Program; answer questions and make calls if the program is cancelled due to weather.

III. Bible Study/MBC Membership

A. Membership

1. Maintain MBC church membership roll
  - a. Send letter to previous church for new members;
  - b. Send letter to new church in the event a membership is moved;
  - c. Update all appropriate files for birthdays, etc.;
  - d. Prepare baptism certificates;
  - e. Prepare baby dedication certificates and purchase Bibles;
  - f. Annually update information for Franklin Baptist Association;
  - g. Maintain "shut-in" list;
  - h. Maintain business meeting records

2. Update prayer requests
  - a. Prepare Wednesday evening prayer sheet;
  - b. Email to congregation as requested.
- B. Bible Study
  1. Maintain rolls for Bible study classes;
  2. Advance youth and children annually as needed; provide information to the Bible Study Director and Secretary;
  3. Order Bible Study materials;
  4. Maintain attendance records for Bible Study.
- C. General
  1. Maintain office hours from 8:30 am to 5:00 pm.
    - a. Answer phone
    - b. Receive/open/distribute mail
    - c. Accept visitors
  2. Monitor supplies for office; reorder as necessary.
  3. Monitor supplies for custodian; reorder as necessary.
  4. Monitor supplies for Narthex; reorder as necessary.
  5. Prepare and print bulletin.
  6. Prepare/input media scripts for Sunday worship services.
  7. Provide Application/Contract forms to those requesting the use of the building/facilities and process according to policy/procedures.

#### IV. Newsletter/Calendar

- A. Collect items/articles to be included in newsletter and calendar.
- B. Prepare copy format for review by pastors before being incorporated into final form.
- C. Print, fold and mail copies of newsletter/calendar to those members who wish to receive a hard copy.
- D. Distribute copies of newsletter/calendar electronically and post to the website; new items are also posted to the website.

#### V. ROSM

- A. Receive applications for ROSM assistance on a daily basis and follow up on status of requests as necessary.
- B. Food Box Assistance
  1. Applications are accepted on Tuesdays and Thursdays between 9 am and 11:30 am.
  2. Information is provided to ROSM and/or Food Pantry.
  3. Contact volunteer to pick up boxes.
  4. Notify applicants their food box is ready to be picked up at the church.

Approved by Memorial Baptist Church on July 9, 2014