

First Church Moorestown Membership & Financial Secretary

Purpose of Ministry: The church Membership and Financial Secretary will be part of a Christian ministry team that supports and grows our membership, and assists the church finance committee in administering the day-to-day bookkeeping and payroll functions of the church.

Key Responsibilities:

- *Office support:* answer phones; respond and coordinate church emails; sort mail; assist staff/membership with large copying tasks.
- *Membership support:* maintain membership database; prepare materials for new members classes; maintain church prayer list; prepare membership summary report for Church Council meetings; enter attendance data from weekly worship attendance cards; provide copies of first-time visitor cards to applicable staff and ministries; publish “Messenger” newsletter; update and annually publish new non-photo membership directory.
- *Church administration support:* create and maintain listings of all committee members; send letters to committee chairpersons re: possible nominations; serve on Committee on Lay Leadership (3-4 evening meetings); prepare packets for Committee on Lay Leadership each fall, including names of those leaving committees and list of positions to fill; complete all forms for the Church Conference; get Church Conference reports from all staff and committee/fellowship/ministry group chairs; assemble all above-mentioned reports into the Church Conference book; verify membership statistics for Annual Statistical Report paperwork to be sent to the Greater NJ Conference office in January/February; distribute Annual Statistical Report paperwork; enter information from all forms for Annual Conference into on-line documents and submit to GNJ Conference.
- *Finance committee support:* oversee volunteers preparing the weekly bank deposit; prepare report of the total deposit by fund; take the deposit to Columbia Bank, Maple Shade; enter data from weekly offering and print related reports for Treasurer and Finance Chairperson; enter deposit details, staff credit card charges and church bills in QuickBooks software and prepare checks to pay those bills in consultation with Treasurer; update Treasurer & Finance Chair on outstanding bills, all bank balances, and update spreadsheet of regular and e-giving to Pledge; distribute quarterly giving reports to all identified donors who have made financial donations to the church during the quarter; maintain offering envelope list.
- *Payroll support:* Collect time sheets from hourly employees, record hours on payroll reporting sheets and report to payroll company, print emailed reports from payroll company and enter 403b contributions in spreadsheet and payroll financial info in QuickBooks; inform payroll company of any staff changes and pay rate changes.
- *Worship service support:* proofread worship bulletins and announcement page each Thursday afternoon.

Terms of Employment:

The Membership and Financial Secretary directly reports to the Senior Pastor and is accountable to the Associate Pastor, the Finance Committee, and the Staff-Parish Relations Committee (SPRC). The position requires the flexibility to attend occasional evening committee meetings.

Compensation and Benefits: This position is paid hourly. Benefits include paid vacation leave, ten paid holidays, two personal days, and four sick days per calendar year. Hourly rate of pay for 20 hours of work per week; \$15.00 per hour or more, commensurate with experience.

Performance Evaluation: Job performance will be reviewed after 90 days, and annually thereafter. The annual review will be conducted to clarify expectations, affirm accomplishments, set short and long-term goals, and plan for ways to improve and strengthen job performance. Ongoing feedback will be provided from the Staff-Parish Relations Committee and the Senior Pastor, in collaboration with the Finance Committee.

Qualifications:

- Prior experience in an office setting is required.
- Good people skills: capable of working with pastors, staff, parents, children, youth and adults, as well as with those of diverse racial, ethnic, political, and theological perspectives.
- Knowledge of basic office skills including the use of text, email, and software included in Microsoft Office, as well as experience using QuickBooks.
- Able to pass and maintain their own Safe Sanctuary (background check) screening.

Our Mission: We are a community of faith committed to sharing the love of Jesus Christ with a hurting world through words and actions.

Our Vision: To be an inclusive, diverse church, loving others, working for justice and peace, and sharing God's grace.

Our Welcome: We rejoice in the sacred work of all people and welcome all with open hearts, open minds, and open doors. We invite people of every race, ethnicity, economic reality, family status, sexual orientation, gender identity, gender expression, religious background, ability, and legal status to join our journey toward full participation in Christ's church.