

## **Aims of Ministry**

To serve the church by being responsible for the day-to-day administrative functions of ClearView Church, and by providing administrative support to the Ministry Team as needed.

## **SPECIFIC DUTIES**

### **I. GENERAL OFFICE RESPONSIBILITIES**

- General office reception
- Open/distribute mail daily. Send out correspondence as required.
- Maintain service on office machines.
- Maintain filing system.
- Maintain computer files and backup weekly
- Prepare, copy and distribute "Connections" newsletter monthly. (8-12 hours)
- Maintain general bulletin board
- Order budget envelopes and distribute with Budget Administrator. (June/July)
- Order supplies from CRC Publications/Christian bookstores as required
- Order office supplies and bulletin stationery.

### **II. MEMBERSHIP RESPONSIBILITIES**

- Maintain church data base information. Prepare transfers, etc. as required.
- Arrange for personalized Baptismal Certificates, Profession of Faith Certificates, Bibles, etc. as required
- Maintain district lists and mailboxes. Prepare new member packages as required.
- Distribute information in mailboxes as required.
- Update Toronto telephone directory yearly – June.
- Update Yearbook stats yearly – September/October.
- Prepare Sunday Fellowship coffee roster.

### **III. WORSHIP RESPONSIBILITIES**

- Prepare weekly bulletin (6-10 hours)
- Fill vacant pulpit supply as required
- Communication with Superintendents regarding special worship events – i.e. communion, baptism, etc.

### **IV. MINISTRY TEAM AND MINISTRY LEADERSHIP RESPONSIBILITIES**

- Typing and photocopying as required
- Distribution of minutes as required.
- Prepare and distribute elder roster.
- Attend weekly staff meetings.
- Co-sign and distribute cheques from Treasurer.
- Assist with projects as required.

## **V. FACILITIES COORDINATOR**

- Maintain necessary perpetual log(s) of all scheduled facilities usages for ClearView's Ministries and all rentals.
- Liaise with Ministry Coordinator and Building Supervisor(s) to ensure smooth day-to-day operation of facilities
- Serve on Facilities Committee and liaise with facilities rep regarding rental contracts
- Respond to all inquiries regarding usage of facilities, offering tours as needed
- Ensure all necessary rental paperwork is in order, and receive payment in full

## **ACCOUNTABILITY AND WORKING RELATIONSHIPS:**

The Church secretary is hired by the Personnel Committee, and is accountable to the Senior Pastor and the Ministry Board.

- ClearView CRC is a Team Ministry and the secretary will have a strong working relationship with the Ministry Team as support staff.
- The secretary's role in working with Council may differ with the change in individual leadership styles, and may at times required a more active support role.
- The secretary will respond to members contacting the church for various reasons.
- The secretary plays a significant Outreach role being the first contact with the public as they contact the church in person or by telephone.

## **QUALIFICATIONS:**

- a good understanding of general office procedures
- excellent typing and computer skills, with knowledge of Word and PowerPoint.
- the ability to prioritize work, work independently and have good inter-personal skills
- excellent communication and telephone skills
- a tactful, calm and supportive nature
- respect for confidentiality
- creativity and initiative
- excellent team player
- some flexibility for hours of work (published as Tuesday to Friday, 9 a.m. to 1 p.m.)