

Grand Lake United Methodist Church
Ministry Position Description

FINANCIAL SECRETARY & MINISTRY SUPPORT

(Part-time, hourly position, 15-20 hours/week)

GENERAL REQUIREMENTS OF GRAND LAKE STAFF:

- Must have a personal relationship with Jesus Christ, a call to serve Him in the area of their position, and be able to clearly articulate both.
- Personally aligns with and will support the key DNA of Grand Lake Church including mission, vision, strategy, core values and beliefs (see attached).
- Commitment to a lifestyle of personal spiritual growth.
- Approaches this position as a ministry, not just a job.
- Operates with a ministry philosophy where staff not only fulfill specific ministry functions, but also develop, equip and mobilize others.
- Participates fully in the essential life of the church through regular worship attendance, committed prayer, spiritual formation, servant ministry, generous giving and outreach.

PURPOSE: To empower the mission and vision of Grand Lake Church by caring for the weekly financial and database needs of the church office.

ACCOUNTABLE TO: Office Manager

PRIMARY RESPONSIBILITIES:

- Cares for all weekly needs in the area of finance in coordination with the Office Manager and Treasurer. This includes but may not be limited to: maintaining all contribution records, organizing and preparing all bills/accounts to be paid, signing and distributing checks (other than payroll), caring for any pledge campaigns including associated mailings, maintaining giving envelopes, and preparing giving statements mailed to church members.
- Attends Finance Committee meetings.
- Assists Office Manager with maintaining the church membership database by updating records as needed, personal information, giving, attendance, adding/archiving records, etc.
- Handles the printing, preparing, folding and mailing of any church mailings such as but not limited to: Care Cards, The Tacklebox, Youth mailings, Roll of Victorious, and any other special mailings.
- Organizes and oversees special events as needed, such as: Christmas and Easter flowers, Roll of Victorious.
- Assists with coordinating efforts to promote and advertise church activities, functions, services and general information to the congregation and local community including social media and outdoor sign.
- Assists with the weekly bulletin as needed.
- Assists Office Manager with ordering necessary office supplies.
- Assists the Office Manager in other tasks as needed.

SPECIFIC SKILLS AND ABILITIES REQUIRED:

- Excellent organizational skills
- Comfortable in the area of finance and working with numbers
- Good computer skills and ability to learn new technology as needed
- Very dependable and good work ethic
- Understands and practices confidentiality with people's giving records
- Works well with others in a team-based environment
- Flexibility and ability to quickly adapt to changing ministry circumstances
- Extremely reliable, able to meet deadlines, and able to adapt schedule as needed during daytime hours