

JOB DESCRIPTION - CHURCH OFFICE SECRETARY

GENERAL DUTY

- A - Perform all secretarial functions necessary for the normal operation of the Church. These shall not necessarily include the performance of specific secretarial duties for any organization of the Church, unless time is available.

*1 - THESE DUTIES APPLY EQUALLY TO BOTH SECRETARIES
2 - SHARING THESE DUTIES WILL BE LEFT UP TO THE EMPLOYEE UNLESS OTHERWISE INSTRUCTED BY THE COUNCIL PRESIDENT.*

WEEKLY DUTIES

- A - Collect unused Sunday bulletions and remove inserts that can be used in the future.
- B - Offering envelopes are to be arranged numerically, and the amounts are posted to the member's account *ON THE COMPUTER*

1 - Envelopes then discarded. ARE DISCARDED AT THE END OF THE MONTH AFTER THE FILE IS UPDATED AND BALANCED UP.

- C - Church register of membership

- 1 - Baptisms ✓
- 2 - Marriages ✓
- 3 - Weddings ✓
- 4 - Funerals ✓
- 5 - New members ✓
- 6 - Dismissals
- 7 - Suspensions
- 8 - Communion records posted to family records

THE ABOVE IS TO BE POSTED TO THE FAMILY BOOK AND ENTERED IN THE COMPUTER EACH WEEK

- D - Hospitalized Persons

- 1 - *BULLETINS* Cards mailed to members in the hospital *IF STAY IS*
- 2 - Call hospital on Thursday to see if members (or non members) that were listed on the previous Sunday, are still there or have been discharged.

- E - *MAINTAINS ALL* Necessary files are maintained.

1 - PURGES FILES MONTHLY AND SUBMITS THEM TO COUNCIL FOR FINAL FILING OR DESTRUCTION

- F - Assemble and type the information for the Sunday bulletin

MONTH

- 1 - Duplicate and collate for distribution

- G - Check office supplies for necessary reordering

- H - Sunday Altar Flowers

*ROSE PRESENTATION
1 - PURCHASES ROSES AS DIRECTED BY THE PASTOR*

- 1 - If family desires to purchase Altar flowers in any given week, and specific color or arrangement is desired, florist to be contacted and advised accordingly.
- 2 - Ascertain to whom the flowers should be given at Church service
- 3 - Contact a member of the family to see if they can arrange a pick-up of the flowers.
- 4 - Record kept as to whom the receipt of the flowers are each week.

ROSE WAS

- I - Absence of custodian

- 1 - Make arrangements to unlock and lock doors
- 2 - Get trash out to be collected

J - People in building

- 1 - When any groups are using the building have to get them to the telephone when a personal phone call is received.

K - See no evil, hear no evil, speak no evil

- 1 - Have to have a sympathetic ear for the "criers" and a closed ear for the "gossipers" and a deaf ear for the "complainers".

- L - Try to keep the President of the Church Council and Pastor informed of any irregularities that should arise.

in writing

GENERAL DUTIES

A - Maintain roster

- 1 - Church Officers
- 2 - Church Council Members
- 3 - Church Council Committees
- 4 - Church Organizations and their officers

B - Type all church related correspondence

- C - ~~Issue receipts for memorials~~ and post amounts to the member's financial records. *in copy folder*

- D - Collate memorials for inclusion in the special memorial booklets that has to be prepared during the year.

- E - Collate and type material for inclusion in the monthly newsletter, "The Endeavor."

- F - Sell tickets for various church affairs, and turn the proceeds over to the proper individuals.

- 1 - Ticket sales are made directly from the church office during regular office hours.

- G - Type the quarterly letter to the Cradle Roll Leader announcing the new baptisms.

- H - Order supplies for the Church, *(Church Office)* Church School and Church organizations.

- I - Handle all repair requests for office machines

- J - Type and distribute all correspondence from the Church Council.

- K - Review, open, digest, and distribute mail.

- 1 - Prepare routine letters without direction, for approval and signature.
- 2 - Answer routine letters in absence of the President of the Church Council or the Pastor.

- L - Maintain a shut-in list for the Pastor.

- 1 - Duplicate of list for the ladies who mail "The Upper Room."

M - Type certificates for new members to the Church.

N - Maintenance of calendar *OF EVENTS*

1 - Before any dates are approved, must be cleared through the Chairperson of the Calendar Committee of the Church Council

- a - Church affiliated meetings
- b - Community meetings
- c - Pastor's appointments and/or meetings

O - Other duties:

- ~~1 - Maintain the coke machine~~
- 2 - Go after memorials from shut-ins who are unable to get them to the Church office
- 3 - Go to post office to get stamps when necessary
- 4 - Set up "coffee corner" if there is a ministerium meetings at the Church
- 5 - Provide copies of Baptismal and Marriage records when called upon
 - a - A fee of \$5.00 is charged for this service.
- 6 - Take down any preliminary information available, re baptisms, weddings, and funerals before turning person over to the Pastor
- 7 - Make arrangements for special trash pick-ups.
- 8 - Carry memorial cards to the Hoffmann Funeral establishment ONLY for church family members

P - Act, as required, during pastor's absence, in making decisions or taking any action not requiring supervisory approval. *THEN NOTIFY PASTOR OF DECISION'S*

Q - Exercise tact, courtesy, and diplomacy in receiving callers, personal *CONTACTS* or telephone *CALLS*

R - COMPOSE LETTER ON A SPECIFIC SUBJECT REQUESTED BY PASTOR, COUNCIL PRESIDENT, OR COUNCIL MEMBER FOR HIS/HER APPROVAL

YEARLY DUTIES

S - COMPOSE THANK YOU LETTERS FOR THE BULLETIN WHEN REQUESTED

A - Prepare new sets of envelopes at the end of the year for all contributing members. *ENTER EVERY IN COMPUTER*

1 - BACKUP TO PASTOR'S COMPUTER FOR FOLLOWING YEAR CONTRIBUTION ENTRIES

~~1 - Also prepare a new card for the financial statement cabinet~~

B - Add the financial records for each member and post the amounts to the family records *PROVIDE FINANCIAL STATEMENT TO THE WHO REPORT THEM.*

1 - Issue a statement to each member showing their total contributions.

C - Order robes and obtain a photographer for the confirmation class

- 1 - Type confirmation certificates for each member of the class
- 2 - Have to get a Chairperson to handle the confirmands oral quiz and covered dish dinner.

D - Order all materials for the church supper, *AS REQUESTED BY COUNCIL MEMBER* and make sure that the proper quantity is received. *A*

E - Type the Scripture Passage that will be used during the year on Sundays and turn it over to the choir so they can coordinate their musical themes around them.

F - Type Sunday Bulletin using established procedures, 1 - use own judgment in placing ANNOUNCEMENTS IN THE BULLETIN, 2 - BRING QUESTIONABLE ANNOUNCEMENTS TO THE ATTENTION OF THE COUNCIL PRESIDENT, INCLUDING QUESTIONABLE REQUESTS FROM THE PASTOR OR CDD

F - Make up flower bags and contact shut-in member families to arrange for pick-up of Easter Lilies and Christmas Poinsettias.

G - Prepare and assemble annual report booklet for congregations meeting.

H - PERFORM OTHER NECESSARY SECRETARY DUTIES AS AND WHEN REQUESTED BY PAID BY AUTHORITY

HOURS OF EMPLOYMENT

CONDITIONS OF EMPLOYMENT

B A - Monday through Friday - 8:00 A.M. to 4:30 P.M.

- 1 - Fifteen minute break in morning
- 2 - Half hour for lunch
- 3 - Fifteen minute break in afternoon

VACATION BENEFITS

ONE YEAR

A - One week is granted after ~~six months~~ of continuous service and a second week after completing twelve months of continuous service.

REQUESTED

CONSIDERED AS

PART OF

B - Paid holidays which occur during employee's vacation are to be added to the beginning or end of vacation period, NO ADDITIONAL PAY WILL BE GIVEN FOR THE HOLIDAY

C - Vacation time is not accumulative from one year to the next; nor can an employee use vacation time in a current year that would be earned in the following year.

D - Employee will not receive additional pay for vacation not taken.

HOLIDAYS

A - The following holidays shall be observed:

- 1 - New Year's Day
- 2 - Easter Monday
- 3 - Memorial Day
- 4 - Fourth of July
- 5 - Labor Day
- 6 - Thanksgiving - Day after
- 7 - Christmas - Day after
- 8 - Day after Christmas

B - Should a holiday fall on Sunday, the following Monday will be observed.

ABSENCES

A - No deduction of salary shall be made for absence due to illness, accident, death in immediate family and emergency up to ten (10) working days in any one year.

B - Such leave of time shall not be accumulated from year to year and cannot be used as additional vacation time.

C - In case of longer absence, the Church Council shall take special action.

D - Jury duty

- 1 - Will receive salary minus jury fee

REPLACEMENT SECRETARY

A - The Church Office Secretary will be responsible for providing the church with a suitable replacement in his/her absence. 5766257125 70

1 - Said person shall be compensated for their service.

B - In the event that the secretary does not provide the church with a suitable replacement, all pay shall be forfeited for his/her absence.

1 - The Church Council shall determine the exact amount of money to be deducted.

SALARY SCHEDULE

A - Shall be reviewed annually by the Church Council, upon recommendation of the Chairperson of the Finance Committee

HOSPITALIZATION

A - To be covered, the employee must pass the ninety (90) day probation period

B - Employee covered under the U.C.C. Medical plan

1 - In the event employee does not want coverage under this plan, but elects to take coverage with another medical insurance group, employee must pay the difference between the two plans.

WORKMENS COMPENSATION

A - Covered under the Multi-Perial policy of the Church.

SUPERVISOR

A - The immediate supervisor of the Secretary is the President of the Church Council.

POLICY

A - Any deviation from this job description must be approved by the Church Council upon recommendation of the Chairperson of the Finance Committee through the President of the Church Council

APPROVED 9/4/79

▶---GENERAL DUTIES AND OBJECTIVES

A--Perform all secretarial functions necessary for the normal operation of the church. These shall not necessarily include the performance of secretarial duties for other organizations within the church, unless time permits. It will include other duties not specifically mentioned within this document but within the purview of secretarial duties..

▶---WEEKLY DUTIES

A--Offering envelopes are to be arranged alphabetically and the amounts posted to the proper members account on the computer.

B--Empty envelopes are to be saved until the end of the month at which time they will be destroyed.

C--Post the proper information in the proper register book below as well as enter the information into the computer.

- 1--Baptism
- 2--Confirmations
- 3--Marriages
- 4--New members
- 5--Deaths

D--Hospitalized Members

- 1--Mail bulletins to shut-ins listed in the bulletin for that week.
- 2--Call hospital on Thursday to see if members that were listed on previous Sunday are still there or have been discharged.
- 3--Make all necessary additions or deletions to the bulletin for the following Sunday.

E--Type inserts with information, announcements, love gifts, memorials etc. to be placed into the weekly bulletin.

F--Make copies of the bulletins along with all inserts, fold, staple and collate them and have them ready for Sunday.

G--Check office supplies and order if necessary.

H--Keep weekly listing as to who receives a rose.

I--Absence of Custodian

- 1--Make arrangements to unlock doors.
- 2--Put trash out on trash day.

J--Locate people within the building for personal telephone calls.

K--See no evil, Hear no evil, speak no evil.

- 1--Have a sympathetic ear for all members who come into the office.

L--Keep the president and Pastor informed of any problems, or appointments they may have.

M--Receive telephone calls and take messages for the pastor regarding Baptism, Conformation, Marriage, Funerals etc.

N--Receive telephone call regarding Tickets for raffles and keep a log of same, answer question concerning church itinerary.

O--Keep a log of love gifts and memorials and enter them into the computer.

P--Enter the weekly collection monies into the computer.

Q--Performs other church and secretarial related duties as required and requested by proper authority.

▶---Monthly duties

A--Purge the office files and submit to the council all items to be destroyed for their approval.

B--Destroy empty envelopes after closing out the month in the united computer program and the computer file has been backed up.

C--Back up all computer files in which entries have been made during the month.

D--Enter the final monthly revenue and church expenses into the computer. (Final tally sheet to be prepared by the treasurer)

E--Type collate and prepare materials for monthly council meeting along with a computer printout of income and expenses.

F--Type and collate materials for inclusion in the monthly newsletter.

▶---YEARLY DUTIES

A--Prepare new offering envelopes for end of year and post the proper envelope number to the proper member in the computer.

B--Provide financial statement to members who request them.

C--At the end of year prepare the computer for following year entries.

D--Prepare and assemble annual report booklet for congregation meeting.

▶---GENERAL DUTIES

- A--Maintain Various rosters
 - 1--Church officers
 - 2--Church council members
 - 3--Church council committees
 - 4--Church organizations and their officer

B--Maintain a shut-in list on the computer.

C--Type birth, confirmation, marriage, new member certificates when needed.

D--Maintain a calendar of events in the church office that has been approved by the church council.

E--Compile letters on specific subjects requested by council president council members or pastor.

F--Compile thank you letters for bulletin when requested by member.

EMPLOYEE RECIEVED COPY

SIGNATURE_____

CHURCH SECRETARY

▶◀---SUMMARY

These duties will apply to both secretaries equally. Sharing these duties will be left up to the employees discretion unless otherwise instructed by the council president. Also, with mutual agreement, workdays may be interchanged. The incumbent secretary shall be the lead secretary and as such shall, to the best of her/his ability, provide to new employees normal instructions pertaining to the positions. Training on the computer will be provided by the incumbent secretary or a trained councilman.

▶◀--HOURS OF EMPLOYMENT

9 AM to 3:30 PM

Monday Tuesday Wednesday -OR- Thursday Friday Saturday

- ▶ 1--Part time permanent.
- ▶ 2--Three days a week.
- ▶ 3--Fifteen minute break in the morning.
- ▶ 4--Half hour for lunch.
- ▶ 5--Fifteen minute break in the afternoon.

▶◀--VACATION BENEFITS

- ▶ A--Three days after a one (1) year service.
- ▶ B--Six days after two (2) years service
- ▶ C--Paid holidays which occur during the employees requested vacation are not to be considered as part of their vacation.
- ▶ D--Vacation days are not to be accumulated from one year to the next.
- ▶ E--Employee will not receive additional pay for vacation not taken during the year.
- ▶ F--Vacations may be used in one (1) day increments.
- ▶ G--Vacation days may be used in cases of emergency. If vacation days have been used, appropriate amounts will be deducted from the salary.
- ▶ H--Overtime will be paid for hours worked in excess of forty (40) hours. Overtime must be approved by the president of the council, or his designate.

▶◀--HOLIDAYS

The following holidays shall be observed.

- ▶ 1--New years Day.
- ▶ 2--Easter Monday.
- ▶ 3--Memorial Day.
- ▶ 4--Fourth of July.
- ▶ 5--Labor Day.
- ▶ 6--Thanks Giving.
- ▶ 7--Christmas.
- ▶ A--Should the holiday fall on Sunday, the following Monday will be observed.

▶<--ABSENCES

- ▶ A--Sick days up to five (5) days will be granted during any one year. This is not to be considered as extended vacations. A doctors certificate may be requested in cases of suspected abuse of this privilege.
- ▶ B--Vacation days may be requested instead of sick days, when sick days are exhausted.
- ▶ C--Death in immediate family, up to five (5) consecutive days excused.
- ▶ D--Sick days shall not be accumulated from one year to the next.
- ▶ E--Employee may keep money paid by the state for jury duty

▶<--SALARY

- ▶ A--Salary shall be agreed to at the time of appointment.
- ▶ B--Employees' will be paid salary rather than hourly rate.
- ▶ C--Raises in salary shall be determined by the church council at the end of each year.
- ▶ D--Secretaries will be under the general supervision of the president of the church council, but may be asked to type letters etc. by other council members.

▶<--PROBATIONARY PERIOD

- ▶ A--A probationary period of six (3) months will be served.
- ▶ B--After the period, the church council will determine if the employee meets the requirements of the position.
- ▶ C--If the employee meets the requirements, the council president shall inform him/her or the same.
- ▶ D--If the employee does not meet the requirements, the council president shall inform him/her of same, and inform him/her of their last day of service.

EMPLOYEE RECEIVED COPY

SIGNATURE _____

DATE EMPLOYED _____

JANUARY:

For about 2 weeks in December through the first week in January, through the Bulletin, you advertise to all Organizations of the Church to get their Activities and Financial Reports into the office for publication of same for UE Financial And Activities Year Book. Once reports are in, they have to be typed, run off and collated (I usually get 100 copies made) and they must be ready for the Congregational Meeting which is usually held the last Sunday in January.

The Central Atlantic Conference, Chesapeake Association will be sending in a request for figures for the UCC Year Book. They usually set a dead line for this material. The information is gathered from our Church Records (i.e. Baptisms, Confirmation, Adult members taken in, transfers out and Deaths).

FEBRUARY:

Approximately 2 weeks before Ash Wednesday, request through Bulletin, that members should bring in their palms from the previous year, to get them burned so the Pastor has them for Ash Wednesday. Bulletins have to be made up and hymns listed on the board on Wednesday morning.

MARCH AND/OR APRIL

Depending when Easter comes, we have to begin stressing the Worship Services of Holy Week, particularly "The Last Supper Tableau".

The Confirmands have to be measured and a request sent to C.E. Ward in Virginia to order rental Confirmation Gowns. They usually send you a notice several weeks before time.

We also have to begin soliciting Easter Memorials. I usually make up about 400 Memorial Booklets for Easter as well as 400 Bulletins. Usually attendance is up for the religious Holiday.

Also, go through the Record Books on the Confirmand Class of 50 years prior to the current Confirmation Class. I list the names in the Bulletin also with their address at time of Confirmation. We ask for help in trying to locate them, particularly the girls since they changed their last names. Ruth Beckwith is chairperson and helps a great deal with the assistance of Grace Fader, Florence Gundlach and Margie Willis.

The 3 Ladies Organizations have a Luncheon/Games Party in April. We must get a check from the Ladies' Aid made out to the church in the amount of \$10.00 for a permit. The Financial Secretary then makes a check out for \$10.00 and a request is sent in to the Police Department. When the permit is received, it is scotch-taped on the inside door of the metal closet in the office.

Towards the end of April begin advertising for memorials for the Mother's Day Memorial Booklet. A deadline has to be set. Begin starting the Memorial Booklet for the second Sunday in May.

MAY

The Guild has a Mother & Daughter Banquet Ad Book. They request ads for "To Mother With Love" and "In loving Memory of Mother". These too must have a date line. The President of the Guild comes in and selects a bulletin cover. 300 copies must be made. This money goes to the Guild.

JUNE:

Solicit Fathrer's Day Memorials - set a deadline. Memorials for this booklet are usually not too heavy. I make about 250 booklets.

Request a \$10.00 check from Financial Secretary to have a raffle. This is sent to the Police Department. Again the permit is tapled in the metal closet. Order 8,000 raffle tickets from Jim Pate, First Impressions. We have to number them and assemble raffle books in packets of \$10.00. Two set of address labels must be made up. Two books of raffle tickets are made up for each member and friend of United. The use of the second address lables are listed individually on 3x5 file cards. On the cards, you list the raffle book numbers. When the raffle books are returned, you list on the 3x5 card the dollars the individual sent in. These same dollars (if members) must be credited to their own individual financila record for tax purposes.

JULY:

Begin mailing th raffle tickets out.

AUGUST:

Begin soliciting ads for the Sour Beef & Dumpling Booklet. This must have a deadline too. Ads must be typed and I run 350 copies. They have to be run and collated too. Usually ad books are not printed till early Oct.

SEPTEMBER:

About 1400 tickets have to be ordered from Jim Pate, First Impressions for the ALL CHURCH SOUR BEEF SUPPER. They have to be numbered.

Also in September the 3 Ladies Organizations again have a Luncheon/Games Party. The same procedure as in April, ordering the permit, etc. Tickets have to blordered for this affair. - About 200.

OCTOBER:

All emphasis during October is for the Supper. As it is an ALL CHURCH AFFAIR office help is expected in anyway they can be available.

Begin soliciting Memorials for Memorial Sunday, usually the last Sunday in November. Set a deadline.

NOVEMBER:

The beginning of the Holiday rush. Advertise te Thanksgiving Worship Service. Advertise the Congregational Meeting. Type up the November Memorial Booklet (about 300 copies). Begin requesting Christmas Memorials. A special Thanksgiving Worship Service Bulletin has to be made up (about 125).

Ballets must be made up for th Congregational Meeting (100).

DECEMBER:

About 225 Worship Bulletins are made up. Attendace is usually up for Advent Worship. On Tinsel Sunday, make up 300. I make up 500 Christmas Eve Booklets and Memorial Booklets. People usually ask for more than 1.

Tinsel Sunday tickets have to be made up. The Fellowship Chairperson tells you how many. Record must be kept of who gets tickets and how many. This is supposed to be for active members only but there are always exceptions.

11/22/96
mss



UNITED EVANGELICAL CHURCH

(UNITED CHURCH OF CHRIST)

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ROBERT M. ARMSTRONG, PASTOR
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BALTIMORE, MARYLAND 21224
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November 13, 1996

On Wednesdays, open all mail and distribute same to the proper folders, Pastor, or put in Financial Secretary's folder located in metal closet.

Check log book in metal closet - make sure anything written in it is handled (especially emergencies).

EVERY DAY - CHECK ANSWERING SERVICE - COULD BE IMPORTANT MESSAGES THAT MUST BE GIVEN TO THE PASTOR.

From the Cash Box in the metal box, get the Memorials out. If any are for current deceased people, make out the Memorial Card and send it to whomever the donor requests and put them in the folder in the bottom desk drawer marked "Bulletin Info". The memorials must be listed in the coming Sunday's Bulletin, or when the donor requests it be put in the bulletin.

Thursday, begin the Bulletin. First check the hospitals to see if anyone is still a patient there. If they have come home, list their current address where they are recuperating. (This for active members only).

The Pastor gives you the 'Religious Side of the Bulletin'. Rob Gundlach supplies the music early Thursday morning and the songs must be added to the 'Religou Side' of the Bulletin. The hymn numbers must be listed in the racks in the balcony of the Church. The Bulletin takes up a good part or most of the day. I normally make 200 copies of the Bulletin except Palm Sunday, Mother's Day, Father's Day, Memorial Sunday and Christmas Eve. On Memorial Sunday, I usually make 300. For Easter and Palm Sunday, I make approximately 350 (check the estimate in the book located in the credenza in the narthex). For Christmas Eve, I make 500. Any that are left over on Christmas, I put in the following Sunday for those who couldn't make it for Christmas Eve.

For baptisms, weddings and funerals. A form must be made up and given to the Pastor. He arranges schedules for counselling. Close to the time of baptism and weddings, a certificate must be prepared. For funerals, it must be brought to the Pastor's attention immediately. When the typed forms are completed, copies must be made for Cass for the computer and Pastor. The baptism, weddings, new members and funerals must be written in the Record Books kept in the safe in the Pastor's Office. For weddings, a letter must be written to the organist and caretaker notifying them of date and time. A copy is kept in the File until the Rite has been completed.

In late December, begin putting in the deadline in for presidents and treasurers of each Organization that Activities and Financial Statements must be sent into the Church Office for the Yearbook which is distributed at the January Congregational Meeting. About 100 copies are made. Originals typed in office and sent to Staples for their printing and collation.

In February begin soliciting Memorials for the Easter Booklet. Also begin advertising Lenten Services. Ash Wednesday, make up approximately 100 bulletins. For the next two weeks in Lent, make up 75 bulletins and the last 2 weeks make up 50. Attendance falls off each Wednesday during Lent. Holy Week (The Last Super Tableau) make up 175 bulletins! Maundy Thursday, make up 100 bulletins, Good Friday Morning make up 100 bulletins. For Easter Sunday make up approximately 350 bulletins. The log book in the narthex is a big help in determining approximation.

In April and May, begin requesting Memorials for the Mother's Day Booklet.

Also at that time, you will be getting Memorials for the Young Women's Guild Book. They must be kept separate from the Church's Memorial Booklet. The Women's Guild gets the money from their book.

In late May and early June, begin soliciting memorials for the Father's Day booklet. They usually are not too heavy. Seems people don't remember dear Old Dad as much as they do Mom.

In June order 8,000 raffle books from Jim Pate. When they come in, they must be numbered and made up into books of 10 chances. Get labels (2 sets) made and they are sent out to members and friends of the Church. None are sent to Nursing Homes. A card file is made up and the numbers of the raffle books are recorded on these 3x5 cards and when the books or money is returned, the amount is listed on the cards.

In August, begin soliciting patron ads and regular ads for inclusion in the Sour Beef and Dumpling Ad Book. 350 copies are made and the book is given out with carryouts and those eating in. All money from the Ad Book is held for Chairperson of the Ad Book. Raffle tickets are recorded on a weekly basis and the money given to the Financial Secretary.

In September, order 1400 tickets from Jim Pate, for the Supper. These have to be numbered.

Tinsel Sunday tickets must be ordered. Fellowship Chairperson will advise the number to be printed. These too have to be numbered. An account of who purchases tickets in advance must be kept. Amount of tickets sold early with the money collected should tally to the same amount. The money is turned in on the days of the Supper.

In November, ballots must be made up(100) for the election usually held in November for new council persons. These are held under lock and key till the date of the election.

Three times a year, checks must be requested of the Financial Secretary, made in the amount of \$10.00. These are sent to the Baltimore Police Department to get permits for the 2 Luncheon and Games Parties (these dates vary) and also for the Raffle.

ALL SUPPLIES FOR SUPPERS, TINSEL DAY, MOTHER & DAUGHTER BANQUET, ETC. MUST BE ORDERED FROM THE CHURCH OFFICE. ALSO ALL OFFICE SUPPLIES MUST BE ORDERED THROUGH THE CHURCH OFFICE.

In between times, you will get requests for letters to be typed, by the various Ladies' Organizations. After typing, they must be printed and the person requesting the letters will come in and pick them up.

The Church Office Secretary is also a part of the Calendar Committee chaired by a council member. Requests for dates is given to the chairperson and when they are council approved the date is written in the calendar. The office usually gets them in writing from the requestee.

During National Secretaries Week, the President, Pastor and one other council person takes the Secretaries out to lunch. At Christmas the secretaries each get a \$50.00 bonus.

Paid Holidays:

New Year's Day --- Easter Monday --- Memorial Day Holiday --- Fourth of July --- Labor Day --- Thanksgiving and the day after --- Christmas Day and the day after

In the Sunday Bulletin, pastor likes to have all announcements printed at least 3 times. Often inserts are requested (this could be special music, flyers, etc.)

Vacation - under Council's jurisdiction.

CONFIDENTIALLY AND HONESTY ARE A MUST. Dollars and cents are never made public.

All monies received in the Office must be recorded - except weekly offerings. They are put in the Cash Box for opening by Council Members on Sunday mornings. Memorials must be opened and after reported in the Bulletin - money is stapled onto the front of the envelope together with the giver's envelope numbers, amount of donation and check numbers if by check. Then each gift is printed on a sheet, listing the same information, envelope number, amount, etc. The money shown on the sheet and the actual envelopes should be the same or something is wrong. A copy is made for the Financial Secretary and the original given to Cass for computer. If a giver specifies that money is to be used toward the boiler fund, a listing in the ledger in the bottom drawer (green or blue book) found in the bottom desk drawer in the desk opposite the main desk. Once a month, this information is given to Jim Tallagsen who is in charge of donducing the Boiler Fund. The same applies to regular Memorials. For members it is put on their financial record. For non-members, a copy of the bulletin showing their memorial or love gift and a receipt of their contribution to the church is mailed to them. All memorials are listed in the brown book found in the same drawer as listed above.

In between times, the phone or door bell must be answered. Messages have to be taken and distributed to the persons for whom they are intended. Shut-ins call in often, just because they are lonely and want some one to talk too.

Sometimes Council members and just members of the Church congregate in the Church Office. At times this can be a nuisance. Sometimes, if they gather too long, you tactfully have to ask them to leave. A closed Pastor's door has to be respected.

Pastor's mail is given priority. Everything has a deadline but most people seem to ignore same and some get upset when the deadline has passed and their memorial or love gift cannot appear when they want it.

I always try to get the Sunday Bulletin finished on Thursday in case of a blitz in the copy machine, we can get the machine repaired or taken elsewhere for printing. This doesn't happen often but it is a real headache when it does.

The Secretaries job is definitely not an 8 to 4 or 9 to 3 job; because of deadlines, you must often stay to get a job completed.

The United Endeavor is printed 4 times a year and sent out to all on the mailing list. They should go out 2 weeks before Lent, June, October (after the supper so name of winners in the raffle can be announced) and the Advent Issue which includes the coin folder.

The Secretary is expected to donate some volunteer time at the ALL CHURCH SOUR BEEF AND DUMPLING SUPPER.

Sick paid holidays are determined by the Council.

Vacation is determined by the Council.

This Secretary got 1 week after a year, 2 weeks after 10 years and 3 weeks after 15 years. For the last couple of years I only took 1 week.

Various times of the year the Secretary has to write to the East Baltimore Guide advertising Luncheon and Games Party as well as the Sour Beef Supper.

John, this may not be in the order you would like but I tried to do my best in getting everything down. I may have missed some things but I sincerely hope not.