

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.

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
 - 1 - Envelopes then discarded.
- 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
- D - Hospitalized Persons
 - 1 - Cards mailed to members in the hospital
 - 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 - Necessart files are maintained.
- F - Assemble and type the information for the Sunday bulletin
 - 1 - Duplicate and collate for distribution
- G - Check office supplies for necessary reordering
- H - Sunday Altar Flowers
 - 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 ge 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.
- 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.

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.

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 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

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 \$2.00 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.

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

YEARLY DUTIES

A - Prepare new sets of envelopes at the end of the year for all contributing members.

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

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 and make sure that the proper quantity is received.

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 - 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.

HOURS OF EMPLOYMENT

A - Monday through Friday - 8:00 A.M. to 3:30 P.M.

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

VACATION BENEFITS

- A - One week is granted after six months of continuous service and a second week after completing twelve months of continuous service.
- B - Paid holidays which occur during employee's vacation are to be added to the beginning or end of vacation period
- 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
- 7 - Christmas
- 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.
 - 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

JOB DESCRIPTION - CUSTODIAN

GENERAL DUTY

- A - Cleaning of the Church Schol and Church property, interior and exterior
 - 1 - Clean floors, hallways and wash walls when needed in the Church School building
 - a - This will include mopping, waxing and buffing floors.
 - b - Dust all furniture
- B - Perform minor maintenance as needed:
 - 1 - Change light bulbs
 - 2 - Take care of eternal light in church
 - 3 - Replace washers in faucets

WEEKLY DUTIES

- A - Vacuum carpeting in Church and dust all furniture and fixtures in the Church.
- B - Clean all stairways thoroughly.
- C - Thorough cleaning and sanitizing all restrooms in both buildings.
- D - Remove trash in both buildings and from sidewalks.
- E - To assist florist and altar committee of the Church Council.

HOURS OF EMPLOYMENT

- A - Monday thru Friday - 7:00 A.M. to 3:00 P.M.
 - 1 - Fifteen minute break in morning
 - 2 - Half hour for lunch
 - 3 - Fifteen minute break in afternoon.
- B - Saturday - 7:00 A.M. to 10:30 A.M.
- C - Daily work schedule - See sheet attached.

VACATION BENEFITS

- A - One week is granted after six months of continuous service and a second week after completing twelve months of continuous service.
- B - Paid holidays which occur during employee's vacation are to be added to the beginning or end of vacation period.
- 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
- 7 - Christmas
- 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 anyone 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 CUSTODIAN

A - A member of the property committee or whom ever the Chairperson of the Church Council recommends, will take over the necessary duties.

1.- Said person or persons shall be compensated for their services.

B - In the event employee is absent without a validated reason, his salary will be adjusted accordingly.

- 1 - The Church Council, through the recommendation of the Chairperson of the Property Committee, 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 Property 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-Peril policy of the Church.

SUPERVISOR

A - Under the direction of the Pastor, but the immediate supervisor will be the Chairperson of the Property Committee of the Church Council.

POLICY

A - Any deviation from this job description must be approved by the Church Council upon recommendations from the Pastor through the Chairperson of the Property Committee.

EXPERIMENTAL PROCEDURE

Custodian's Daily Schedule (Effective July 1, 1978)

Monday

- 7-7:30 - Check entire complex for special problems - Correct minor problems.
 - 7:30-10 - Clean Nave, Balcony, Narthex, Tower Entrance, and Front Steps (outside)
 - 10:30-12 - "
 - 1-2:30 - "
 - 2:30-3 - Check Friendship Hall, Kitchen and Rest Rooms - Lock outside doors.
- Special: Make sure Tower Entrance is open for Senior Citizens and locked after they leave.

Tuesday (Trash Day)

- 7-7:30 - Check entire complex for special problems - Put out trash Correct minor problems.
- 7:30-10 - Clean Church School third floor, Office, Rest Rooms, Hallway. Remove trash.
- 10:30-12 - "
- 1-2:30 - Special Cleaning Project (see No. 5 below)
- 2:30-3 - Check Friendship Hall, Kitchen, and Rest Rooms. Lock outside doors. Special: First Tuesday of each month at 2 P.M. will be regular Staff Meetings in the Church Office for coordination with monthly events.

Wednesday

- 7-7:30 - Check entire complex for special problems. Correct minor problems.
- 7:30-10 - Clean Church School fourth floor and upper stairways. Remove trash.
- 10:30-12 - "
- 1-2:30 - Special Cleaning Project (see No. 5 below)
- 2:30-3 - Check Friendship Hall, Kitchen, and Rest Rooms. Lock outside doors. Special: Watch for special clean-up of third floor following Scout meetings on Tuesday evening. Inform Supervisor of recurring problems.

Thursday

- 7-7:30 - Check entire complex for special problems. Correct minor problems.
- 7:30-10 - Clean Fellowship Hall, second floor hallway, Library, lower stairways, and Gym. Remove trash.
- 10:30-12 - "
- 1-2:30 - "
- 2:30-3 - Clean Church School entrance. Lock outside doors. Special: Be aware of that week's use of these areas by Scouting and Confirmation Class programs and special problems recurring.

Friday (Trash Day)

- 7-7:30 - Check entire complex for special problems. Put out trash. Correct minor problems.
- 7:30-10 - Clean Friendship Hall, Tower Stairway, Rest Rooms, and hallways to gym.
- 10:30-12 - "

Friday (continued)

1-2:30 -- Clean Choir Room and Dillon Street Stairways and Entrance.

2:30-3 -- Inspect Balcony, Nave, Narthex for minor dusting. Lock outside doors.

Special: For health and rodent control reasons, the Kitchen should be cleaned by each group using it, and the floor mopped whenever it is needed.

Saturday

7-7:30 -- Check entire complex for special problems. Correct minor problems.

7:30-10:30 Clean offices, rest room, Quiet Room, Chancel and Choir Stalls. Assist florist.

Special: When the Custodian leaves on Saturday, the worship area should be ready for Sunday worship, even if overtime (and its extra cost) is necessary.

APPROVED 9/4/79

JOB DESCRIPTION - MUSIC DIRECTOR/ORGANIST

GENERAL DUTY

To provide music for each of the church services during the entire year.

RESPONSIBILITIES

A - To provide music for two services on Sunday mornings:

- 1 - 8:00 A.M. and 10:30 A.M.
- 2 - 7:45 A.M. on Communion Sundays

B - To provide music for the following additional services:

- 1 - Thanksgiving
- 2 - Christmas Eve
- 3 - Lenten Services
 - a - Wednesday evenings
 - b - Holy Thursday
 - c - Good Friday
 - d - Easter Sunday (Sunrise and 10:00 A.M.)

C - To provide music at special church events when asked:

- 1 - Weddings
- 2 - Funerals
- 3 - Special projects

Fee is established by the organist

D - To obtain special musicians and singers for certain special church services when possible

E - Rehearsals:

- 1 - Senior choir on Thursday evenings
 - a - 7:30 P.M. to 9:45 P.M.
 - b - Sunday mornings when necessary
- 2 - Youth choir on Sundays
 - a - 11:30 A.M. to 12:30 P.M.

HOURS OF EMPLOYMENT

A - Sundays - 7:45 A.M. to 12:30 P.M.

B - Thursdays - 7:30 P.M. to 9:45 P.M.

C - Special Services

- 1 - Fifteen minutes prior to and fifteen minutes after the special service.

D - Special Events

- 1 - Hours for special events shall be handled through the pastor.

VACATION BENEFITS

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

HOLIDAYS

- A - Not applicable

ABSENCES

- A - No deduction of salary shall be made for absence due to illness, accident, death in immediate family and emergency up to five (5) 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.

REPLACEMENT ORGANIST

- A - The organist will be responsible for providing the Church with a suitable replacement in the event that he/she cannot play at any service.
 - 1 - Said person shall be compensated for their service.
- B - In the event that the organist does not provide the Church with a suitable replacement, all pay shall be forfeited for that particular service or services.
 - 1 - The Church Council, through the recommendation of the Chairperson of the Music Committee, 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 Music Committee

HOSPITALIZATION

- A - As a part time employee, not covered by the U.C.C. Church plan.

WORKMENS COMPENSATION

- A - Covered under the Multi-Peril Policy of the Church

SUPERVISOR

- A - The immediate supervisor will be the Chairperson of the Music Committee

POLICY

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

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