

Summit Avenue Presbyterian Church
403 South Summit Avenue
Bremerton, WA 98312

Summit Avenue Presbyterian Church is a member congregation of the Seattle Presbytery and the Presbyterian Church (USA) www.pcusa.org. We are committed to *growing disciples of Jesus Christ in all generations by loving God, loving others, and serving the world.*

POSITION DESCRIPTION

TITLE: OFFICE & COMMUNICATIONS COORDINATOR/FINANCIAL SECRETARY

PURPOSE: To provide the necessary administrative support to the Congregation, Session, Pastor, and other staff members and manage functions of the church office. Create, manage and distribute appropriate, inspirational print and electronic communications materials to church members and the wider community. To oversee maintenance of accurate records on church giving.

QUALIFICATIONS:

- A heart for the local church, a growing relationship with Jesus Christ, and a passion to use organizational and communication skills to reach others.
- Education/training in communications, media, or related field, or at least 2-4 years experience in communications.
- Proficient in MS Word, Excel, Publisher, and PowerPoint.
- Proficient in design software such as Photoshop, InDesign, and/or Illustrator.
- Working knowledge of website management and editing (such as SquareSpace).
- Proven ability to take projects from beginning to end.
- Organized and able to manage multiple projects.
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Organized, creative thinker and highly productive.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Excellent written and oral communication skills.
- Have some experience with financial record-keeping.
- Proven ability to guard the confidentiality of information.

RESPONSIBILITIES:

General Office Management

- Present a courteous, helpful presence to church members, visitors, and other staff members.
- Coordinate desk volunteers and their scheduling to assist with office projects.
 - Assist the volunteer receptionist as necessary to answer and screen all in-coming telephone calls.
- Maintain the church records, files, and church register and statistics. Church register is maintained by the Clerk of Session with the assistance of the office coordinator.

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- Be proficient in the use of the church computer systems, in the use of email for contacting members, and act as a support person to other computer users. Knowledge of Microsoft (MS) Word, Publisher, Excel, Access and Realm is necessary.
- Operate photocopier, printers and arrange for the maintenance of office equipment.
- Open all incoming mail, sort, and distribute.
- Order office supplies and program materials.
- Run background checks on volunteers who work with children under 18.
- Manage the Realm database as follows:
 - Enter new visitor information that we receive on blue cards, update changes of info on members and regular attenders.
 - Run queries for groups and church leaders as needed.
- Schedule the use of church facilities with inside and outside groups. Add events to the church calendar, pass building forms on to Clerk for Session approval, and inform Custodian of events.
- Attend staff meetings as scheduled.

Communications

- Provide communication support for church committees and organizations as directed by the pastor. This involves putting announcements in the bulletin, fliers, newsletter, website, bulletin boards, etc.
- Compiling and preparing the January annual report for the annual congregational meeting with input from the various committees. Annual Report to be distributed to the congregation one week prior to the Annual Congregational Meeting.

Print Publications

- Produce a weekly worship bulletin in cooperation with the Pastor and the music staff.
- Produce and edit monthly newsletter in print and e-news form.

Electronic

- Update and maintain Summit Ave Presbyterian's website. www.summitave.net
- Produce and prepare weekly slide presentation for worship using web-based program (Proclaim).
- Send out all-church emails as needed.
- Manage ongoing social media messaging and communication strategies
- Creatively build followings on various social media outlets including but not limited to, Facebook, Twitter and Instagram.

Promotions

- Develop system to organize, prioritize and communicate promotional items related to Summit.
- Create communication strategies to market, inform, and promote teaching series, big events and other campaigns assigned.
- Oversee all written materials related to promotions.
- Lead efforts to design all art and promotional materials related to church-wide activities with a high standard of creativity, excellence and effectiveness. Eg. Banners, graphics, etc.

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- Develop graphic designs.
- Approve materials and keep up to date bulletin boards in the church hallways

Volunteer Teams

- Develop volunteer teams as deemed necessary to accomplish communications goals.
- Enlist, equip and encourage qualified volunteers such as artists, designers, photographers, writers.

Financial Secretary

- Manage the Realm database as follows:
 - Enter weekly giving by members
 - Provide a report as necessary to the Finance Team of giving
 - Provide a weekly report to the Church Accountant and Finance Team summarizing the previous Sunday's giving using categories that are consistent with previous categories or are easy to understand by the Church Accountant to record the giving in the Church accounting system.
 - Submit weekly and monthly summaries of giving by categories to the Church Accountant
 - Issue quarterly giving statements to Church members and regular givers (April, July, October, January)
- Receive input from the Church Accountant on expenditures and prepare monthly financial reports to Session.
- Review the weekly and monthly summaries of giving in Church monthly financial reports for Session.
- Prepare Financial Reports for the annual congregational meeting.
- Respond to individual and/or family inquiries about status of their pledge fulfillment, payment of the annual per capita, and the like.
- Review the member pledge versus contributions report and provide any reminders to members as necessary, not more frequently than quarterly.
- Assist the stewardship committee during their fall campaign with monitoring of pledges submitted.
- Working with the Stewardship Committee, help in the preparation of an annual congregational budget.
- Order pledge envelopes to be purchased during the stewardship campaign and distributed to Church donors before the start of the new year.
- Secure the original documents pertaining to each week's donations until mid-year the following year, and then dispose of them via a secure shredding operation

WORKING HOURS: 20-30 hours per week during normally scheduled office hours.

VACATION TIME: Two (2) weeks paid vacation per year. Arrangements must be approved in advance by the Pastor and the Personnel Committee. After one year, an additional week may be added.

SICK LEAVE: Six (6) days per year (non-accumulative).

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CONTINUING EDUCATION: Attendance at continuing education events is strongly encouraged. The costs for attendance are negotiable.

ACCOUNTABILITY: Office & Communications Coordinator/Financial Secretary will work alongside and under the direction of the Personnel and Pastor. Accountable to the Pastor and Personnel Team.

EVALUATION: A trial period will be in place during the first ninety (90) days of employment. At the end of that time a review will take place. Thereafter, the evaluation of performance will be made annually by the Pastor and the Personnel Team.

SALARY: \$16.00/hour

I am in agreement with the terms of this Position Description.

Signature of Employee

Date

Signature of Church Representative

Title of Representative