

Job Description Requirements

for Locally-funded Employees

A job description must be submitted for each locally-funded employee (LFE), which will be stored in his/her personnel file. The job description must include the following information in addition to the job responsibilities:

* Employee’s name
* Work location
* Position
* Employment class: regular or temporary\*
* Wage rate
* Wage type: hourly or salary
* Number of hours expected to work per week
* Supervisor’s name
* Supervisor’s title
* Employee’s signature (cannot be typed)

\*A temporary employee is one who is expected to hold the position for less than five (5) months.

Sample job descriptions are included in this document, and you are welcome to revise these job descriptions as need to fit the positions for which you will be hiring.

CHURCH OFFICE MANAGER/SECRETARY

Employee Name: Work Location:

Position: Employment Class: Regular / Temporary

Wage Rate: Wage Type: Hourly / Salary

Number of hours per week:

Supervisor’s Name: Supervisor’s Title:

# JOB OVERVIEW

The church office manager/secretary’s position is to support church ministry by providing general office assistance to the pastoral staff. The office manager/secretary needs to be a member of the Seventh-day Adventist Church and attend the\_ Church on a regular basis.

# RESPONSIBILITIES shall include but not be limited to the following:

# Reception

1. Interacting with visitors to the church office and answering telephone calls and emails in a friendly and professional manner.
2. Presenting a professional image in dress and grooming during office hours.
3. Maintaining the church office in an attractive and professional manner at all times.

# General Office Responsibilities

1. Maintaining the church calendar to reflect all church-related events.
2. Assisting with preparation of any weekly church bulletin, including compiling and proofreading announcements.
3. Clearing all bulletin announcements, inserts, and flyers with the pastor(s).
4. Preparing baptismal and baby dedication certificates as needed.
5. Filing important correspondence and records and maintaining a standardized and efficient filing system.
6. Assisting the pastor(s) with correspondence as necessary, including mailing needs.
7. Managing incoming mail each workday and regularly checking email.
8. Providing church officers with office assistance for church matters as needed.
9. Keeping office supplies stocked and well-organized.
10. Managing petty cash and providing accounting of petty cash use to the church treasurer, if requested.
11. Providing church treasurer with all invoices, bills, and other treasury-related items in a timely manner.
12. Maintaining general church bulletin board to ensure that appropriate notices are posted and old notices are removed.
13. Editing, posting, and/or updating information on the church’s website as necessary.

# Church Committee(s) Support

1. Copying and assembling materials needed for church board meeting, finance committee meeting, etc.
2. Maintaining records of church board minutes and business meetings.

# Recordkeeping

1. Assisting church clerk with keeping accurate records of church membership, including changes to address, telephone, and email, and notifying church clerk of baptisms and professions of faith.
2. Maintaining accurate records, including signatures, of every key issued and returned. Working with individuals to recover keys from all key holders when their position(s) end.
3. Managing sign-up lists as appropriate (e.g., flowers for the sanctuary, church events).

# Other

1. Maintaining strict confidentiality of all church matters and membership affairs.
2. Immediately reporting any on-the job injuries to the church treasurer or pastor.
3. Accurately recording all hours worked and submitting those hours on a time sheet to the church treasurer by the of each month.
4. Requesting permission to work overtime from the senior pastor prior to working more than 40 hours in one week.

# SKILLS

Be familiar with and able to use computers, standard computer software, and standard office equipment. Demonstrate a helpful and positive attitude towards all members and general public.

# EDUCATION/EXPERIENCE

Knowledge of office computer software is required. A high school diploma or equivalent is required and two or more years of college is preferred. Prior experience with office management or secretarial duties is preferred.

# PHYSICAL REQUIREMENTS

Ability to sit for long periods, stand and walk occasionally, and speak, listen, read, and write is required. Some lifting of office supplies of up to 25 pounds is occasionally necessary.

**Statement of Understanding**

I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Employee Signature

Date

CHURCH/SCHOOL JANITOR

Employee Name: Work Location:

Position: Employment Class: Regular / Temporary

Wage Rate: Wage Type: Hourly / Salary

Number of hours per week:

Supervisor’s Name: Supervisor’s Title:

# JOB OVERVIEW

Provide cleaning for the church/school facilities to ensure that the facilities are clean and ready for use prior to the next service or function. The church/school janitor needs to be a member of the Seventh-day Adventist Church and attend the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church on a regular basis.

# RESPONSIBILITIES shall include but not be limited to the following:

1. Cleaning floors, bathrooms, furniture, windows, and other surfaces in the facility.
2. Checking outside sidewalks and entry areas and picking up any trash found there.
3. Emptying trash receptacles into the dumpster.
4. Reporting when supplies are needed and reporting any items needing maintenance or repair to the head deacon/head teacher.
5. Immediately reporting any on-the-job injuries to the church/school treasurer or pastor.
6. Accurately recording all hours worked and submitting those hours on a time sheet to the church/school treasurer by the \_\_\_\_\_\_\_\_ of each month.
7. Requesting permission to work overtime from the senior pastor/head teacher prior to working more than 40 hours in one week.

# EDUCATION/SKILLS

Ability to recognize when an area or item needs cleaning, and an ability to receive and implement any recommendations or suggestions for change or improvement. Knowledge of, and appropriate use of, cleaning agents and equipment needed to clean church. Ability to relate pleasantly to all individuals at the church/school facility.

# PHYSICAL REQUIREMENTS

Ability to stand and/or walk for several hours at a time. Ability to bend and to reach over head. Ability to occasionally lift up to 40 pounds.

**Statement of Understanding**

I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Employee Signature

Date

CHURCH TREASURER

Employee Name: Work Location:

Position: Employment Class: Regular / Temporary

Wage Rate: Wage Type: Hourly / Salary

Number of hours per week:

Supervisor’s Name: Supervisor’s Title:

# JOB OVERVIEW

The church treasurer will assist the church with accounting for, depositing, and remitting charitable contributions and with accounting for and paying church expenses. The church treasurer needs to be a member of the Seventh-day Adventist Church and attend the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church on a regular basis.

# RESPONSIBILITIES shall include but not be limited to the following:

1. Receiving and recording tithes and offerings.
2. Preparing the weekly deposit, making the bank deposit, and receipting those deposits.
3. Keeping record of all giving.
4. Reviewing and paying all outstanding invoices and check requests from vendors and/or church members.
5. Forwarding a copy of the church ledger to the Conference Office each month by the due date.
6. Preparing and distributing receipts to church members on a regular basis.
7. Preparing monthly financial statements and reports for church finance committee.
8. Working with the church finance committee in managing the student tuition assistance process.
9. Participating in drafting the annual church budget.
10. Preparing and/or providing all necessary documentation for the yearly audit of the church’s accounting.

# EDUCATION

General accounting knowledge, with two or more years of experience in accounting preferred.

# SKILLS

Ability to pay attention to detail and accurately maintain the church’s accounts. Knowledge and willingness to use computer accounting is preferred.

# PHYSICAL REQUIREMENTS

Ability to sit for long periods, stand and walk occasionally, and speak, listen, read, and write is required. Some lifting of office supplies of up to 25 pounds is occasionally necessary.

**Statement of Understanding**

I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Employee Signature

Date

TEACHER’S AIDE

Employee Name: Work Location:

Position: Employment Class: Regular / Temporary

Wage Rate: Wage Type: Hourly / Salary

Number of hours per week:

Supervisor’s Name: Supervisor’s Title:

# JOB OVERVIEW

Provide assistance to the classroom teacher to ensure appropriate supervision and management of children. The teacher’s aide needs to be a member of the Seventh-day Adventist Church and attend one of the constituent churches of the school, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church, on a regular basis.

# RESPONSIBILITIES shall include but not be limited to the following:

1. Assisting in the implementation of the daily program under the direction of the teacher.
2. Assisting in the planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervising the classroom when the teacher is out of the room.
4. Helping with general housekeeping and kitchen tasks.
5. Assisting the teacher in any other appropriate ways.
6. Maintaining professional attitudes and loyalty to the school.
7. Treating all children with dignity and respect.
8. Attending all staff meetings and recommended training programs and conferences.
9. Participating in professional workshops that work for the improvement of early childhood education.
10. Maintaining confidentiality about children, their families, and other employees outside the school.
11. Supervising outside playground activities.
12. Helping with the operations of audio/visual aids (projectors, etc.).
13. Following directions given by head teacher or immediate supervisor.
14. Immediately reporting any on-the-job injuries to the church/school treasurer or pastor.
15. Accurately recording all hours worked and submitting those hours on a time sheet to the school treasurer by the \_\_\_\_\_\_\_\_ of each month.

# QUALIFICATIONS

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position shall be at least 18 years of age and in the process of becoming professionally prepared to supervise young children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school’s education philosophy. The person selected for this position shall be able to speak, read, and write English fluently.

# PHYSICAL REQUIREMENTS

Ability to stand and/or walk for several hours at a time. Ability to bend and to reach over head. Ability to occasionally lift up to 40 pounds.

**Statement of Understanding**

I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Employee Signature

Date