

**JOB DESCRIPTION
CHURCH MINISTRY AND FINANCIAL ASSISTANT
CECILIA BAPTIST CHURCH**

JOB TITLE: CHURCH MINISTRY AND FINANCIAL ASSISTANT
REPORTS TO: SENIOR PASTOR
POSITION STATUS: Part-time/Hourly Pay
HOURLY RATE: \$17.00/hour

Time and Salary

- 1.) 21 hours per week
- 2.) 3 days per week
- 3.) Tuesday through Thursday
- 4.) \$17.00 per hour

Job Description:

- 1.) The Church Ministry and Financial Assistant will be responsible to the Senior Pastor for the care of all church-related ministries. The Church Ministry Assistant will work with the church committees and organizations to ensure effective ministry can happen at Cecilia Baptist Church.
- 2.) The Church Ministry and Financial Assistant will be responsible to the Senior Pastor for the care of all church-related finances and will work with the church treasurer, assistant treasurer, finance committee, and church staff in creating and administering the budget.

Clerical Administrative Responsibilities:

- 1.) Serve as receptionist during office hours required in the job description.
- 2.) Maintain the church calendar.
- 3.) Schedule the church facility for special events such as weddings, banquets, dinners, etc.
- 4.) Advertise monthly children's ministry events and include on the church calendar.
- 5.) Document all phone calls and pertaining messages.
- 6.) Perform clerical duties for pastoral staff members.
- 7.) Collaborate with Senior Pastor and Worship Leader to create weekly church bulletins.
- 8.) Collaborate with Senior Pastor and Worship Leader to produce multimedia presentations as needed.
- 9.) Contact members to inform them of committee meetings.
- 10.) Maintain correspondence files of current members, visitors, and new members that are accessible to church staff.
- 11.) Maintain church membership file and forward request letters to the church clerk.
- 12.) Give assistance to deacon ministry when called upon.
- 13.) Work with all church committees as needed.
- 14.) Schedule church van/bus for all ministries.
- 15.) Work in harmony with all church staff for the good of Cecilia Baptist Church.
- 16.) Other duties as assigned.

Financial Administrative Responsibilities:

- 1.) Pay all church-related bills in a timely manner.
- 2.) Ensure all purchase orders are accounted for and correctly filed.
- 3.) Ensure all receipts or estimates are received before checks are issued.
- 4.) Prepare a monthly budget report for the finance committee to evaluate and present to the church.
- 5.) Reconcile bank statement each month prior to Finance Committee meeting.
- 6.) Ensure member contribution records are distributed each year.
- 7.) Record and deposit church funds in proper accounts.
- 8.) Has experience in developing and implementing multimedia in worship.
- 9.) Maintain personnel records for each employee, including vacation time, sick leave, etc.
- 10.) Ensure payroll is completed each pay period.
- 11.) Order office supplies for church office and other ministries as needed.
- 12.) Assist ministries in ordering all literature.