

## Secretary Responsibilities

### 1. Financial

- Receive all funds and document to correct account- North Grand River, BSU, Seminary Extension, Seminary Extension Savings, NGR Savings, and Benevolent Savings. Documentation includes a hard copy and computer entry.
- Deposit all funds at bank.
- Write checks and have ready for treasurer to sign. All invoices are given to treasurer along with the checks that he/she may review.
- After checks are signed by treasurer, prepare and mail bills, file invoices and enter all transactions in computer.
- First part of month all accounts are balanced with computer and bank statements. Transactions statements are made for any auditing purpose.
- Send email to DOM, Finance and Admin Committee with the previous months financial stats.
- Prepare a statement for BSU meeting with funds available and balance sheet from previous month.
- PO system- hand out forms to leaders who need them to obtain funds, fill out financial part of forms, scan and put in computer and send to Finance/Admin Committee for approval. Keep track of PO to go along with check and invoice or receipts to be turned back in.
- Keep Finance and Admin Committee updated.
- Keep track of wages, compile, file and print the W-2, W-3 and 1099 forms for employees and statement letters for tax purposes for other donations that may have come in through the year.
- Read Guidestone or MBC information & when possible attend conferences to keep updated on tax information.
- Compile from wages the IRS 941 information on their website and enter in checkbook/computer each month.
- Fill out IRS and MO 941 forms quarterly.

### 2. Bookstore

- Oversee all ordering, pricing merchandise, billing, placing ad on radio, birthday show, newspaper ads, keeping shelves clean, and keeping up to date on current items.
- When placing orders it can be time consuming in finding the product and what is the best purchase price for the customer and the Bookstore. There are several places orders are placed and almost all have guidelines that have to be met before placing an order.
- Keep updated on the credit/debit card machine. There are compliances that have to be met and paperwork that has to be filed to make sure the Bookstore is in compliance. If this is not done there will be penalty charges until in compliance. An E-mail is sent out to remind you, usually in fall.
- Assist churches with VBS orders, Discipleship materials, church supplies, etc.
- Keep track of income and expenses to make sure stay in the black.

- Keep track of stock on shelf- returns done twice a year or see if items need marked down to clear stock.
  - Listen to people and seize opportunities to share about Jesus.
  - On large purchases of starting a new product line- contact the DOM or Finance/Admin committee.
  - End of week total the register and enter figures into Excel program.
3. Encourager
- Gather and compile all information, print, fold and assemble and disperse to churches. Package and mail some to churches.
  - Compile E-Encourager and place on web-site and send out.
4. Departments
- Work with all department directors, committees and leaders- by keeping them informed of events or new literature, compiling information for them, making posters to help inform the churches. Contact them in scheduling events, especially try to get meetings preplanned and put in Annual calendar.
  - Some churches need help in making posters/information to help share events coming up in their churches. Also send email out to other churches in regards to events taking place in their church.
  - Attend some of the committee meetings if needed.
  - Place orders for VBS materials for churches as needed.
  - Help Directors or Chairperson to schedule meetings.
  - Type and update the Constitution, By-Laws and Policy book as needed. Work with committee's on what changes need to be made.
  - Work with nominating committee in preparing forms, keeping track of person's term of service, try to keep committee informed of what church people are from so that we can have as many churches represented as possible.
  - BSU- make sure room is ready for the dinners, doors unlocked and locked up after use. If the building is being used move the cart with paper supplies out of Conference room..
  - Keep updated on any conferences, training events, information that is available to share with churches, NGR leader or anyone that would benefit from the information.
5. Churches
- Assist all churches as they request help with questions, ministry, liaison between MBC- NAMB or Lifeway.
  - Support and encourage all churches
6. Web-page
- Keep updated with information. Put E-Encourager and Encourager on each month.

## 7. Office

- Answer Phone, take messages, review emails, greet and assist people.
- Inform DOM of events and other information.
- Keep office supplies on hand and order or pick supplies up at stores as needed.
- Keep track of custodial supplies, paper towels and toilet tissue and order or pick up as needed.
- Keep calendar up to date.
- Keep track of reservations for block trailer and other equipment, media materials that churches borrow. Keep Trustee's informed.
- Keep calendar of individuals using the Conference Room and let the custodian and DOM know. I highlight in yellow on office calendar when building is used to avoid double booking. Before you leave building make sure heat/ac is adjusted. There are times you may have to come up to office when these groups are meeting to adjust the heat/ac or help with a problem with the building.
- File all documents and keep files up to date and maintained.
- Media Library- have Disciple Learning Kits available for churches to check out these materials.
- Lawn Maintenance- Currently have someone hired that mows and weedeater the edges. Although Trustee's are in charge of overseeing who does this, oversee the work done here.
- If snows- make sure sidewalks are clean (Trustee's have someone designated to take care of snow removal, but you will do the personal contact with him) but there are times you may need to clean the steps and part of sidewalk. Put on ice-melt as needed through the day.
- Keep Custodian informed of events taking place. Schedule window cleanings. When Custodian is gone, may need to empty trash or find someone to clean building if needed that week. Order their supplies.
- Sort through all mail and file or disperse to leader.
- Take packages to post office and other mail as needed.
- Keep Trustee's informed of maintenance needed to building or block trailer.
- May need to print and compile the camp booklets for the Youth and Children's Camp. Print off and send out Camp registration forms to churches.

## 8. Annual Meeting

- Work begins in mid April to be prepared by Annual Meeting.
- Work with committees- Budget, Executive/Personnel, Nominating and other departments in preparation for the next fiscal year.
- ACP- disperse forms to all church clerks, gather the information and compile into computer.
- Put into computer all information for reports including department and committee reports, financial, in memory of, calendar and other information as needed.
- Compile the yearly calendar by contacting leaders of possible events they have planned so that we can get on calendar. Research MBC and SBC for events for the coming year.
- Compile all information and print the Book of Reports and program.

- Work with the clerk to register people and help with minutes and as needed for questions by Moderator and others.
- After Annual Meeting compile information into computer. Print and assemble the Annual. Disperse Annual to churches and leaders.

**Qualifications:**

- **Needs to be a born again Christian, a member and active in a NGR Church.**
- **Needs to know computer programs: Word, Publisher, Excel and Powerpoint.**
- **Quicken 2010 Home and Business is the financial program used.**
- **This is a ministry position and applicant needs to feel this is a calling from God to serve in this position at North Grand River.**