

FIRST UNITED METHODIST CHURCH
Punta Gorda, Florida

Position:

Ministry Assistant

Part-time (Monday – Thursday)

General Description:

The Ministry Assistant will serve by aiding the Pastor in the carrying out of his leadership and pastoral duties and providing assistance to the Finance Manager with all business related information of the church. This individual will seek to use their personal and spiritual gifts and technical skills for the benefit of the church by contributing to the effectiveness and efficiency of the duties for which they have been assigned.

Requirements:

1. A Bachelor's degree preferred, or other pertinent job experience.
2. Prior office experience required.
3. A high level of computer skills including Word, Excel and general business accounting software.
4. Effective oral and written communication skills.
5. Good working skills with social media, email and data transfer.
6. The candidate must be trustworthy and able to maintain a high level of confidentiality.
7. The candidate must demonstrate they can work well with other members of the church staff and servant volunteers.
8. This position requires a person with a high level energy who works independently with highest level of integrity and the ability to meet deadlines.
9. Must demonstrate Christian love as well as a growing faith walk with Jesus Christ.
10. Must successfully pass a church specific criminal background check.

Responsibilities:

1. Handle all phone calls from those wishing to speak to the Lead Pastor.
2. Schedule all appointments, maintain and sync the Lead Pastor's calendar while prompting him of deadlines, due dates and project updates.
3. Manage the Lead Pastor's correspondence and email, responding appropriately where needed.
4. Produce agenda and minutes for designated meetings.
5. Organizing and planning for various church events such as Lenten lunches, Church Council meetings etc.
6. Oversee the cash receipts and bank deposit process – must work closely with the volunteers to process weekly receipts in an accurate and controlled manner.

Responsible for the input of this information into the accounting program and for weekly reconciliation.

7. Schedule all ACH transfers each month to accurately account for congregants giving.
8. Cash Disbursements – responsible for the timely and accurate payment of all vendor bills, apportionments, credit card reconciliation and payment and maintenance of vendor files in database.
9. Assist the Finance Manager with the ongoing improvement of written procedures for all financial processes and systems.
10. Other duties as assigned by the Lead Pastor or Finance Manager.

Accountability:

The position will be accountable to both the Lead Pastor and the Finance Manager. This position will spend Mondays working in the Finance department assisting with cash count, paying bills, sending out payments and filing all correspondence. The Ministry Assistant will also be available on Mondays for the Lead Pastor if needed. The remaining three days of the week (Tuesday-Thursday) will be working directly with the Lead Pastor and handling duties within that office.