



2130 Bethel Methodist Church Lane, Winston-Salem, NC 27103  
336-765-8016 bethelumcwinston@gmail.com

## **POSTION AVAILABLE**

### **Administrative Assistant/ Financial and Membership Recording Secretary**

#### **Position Requirements**

- 10-12 hours weekly
- Regular office hours (i.e. 2 days/week, 9-2; 3 days/week 9 -12:30, etc.)
- Administrative Experience (2+ years)
- Knowledge/experience of United Methodist administrative responsibilities
- Use and knowledge of office Software: Word, Excel, Quick Books  
(Not required but helpful: Experience with social media, specifically FaceBook and website enhancement)

#### **Duties and Responsibilities**

##### Administrative

- Serve as a key public presence, face and voice of Bethel UMC
- Respond professionally and compassionately to public—persons from community, persons seeking help/assistance, church members dropping by office, etc.
- Manage office phone: Answer phone when in office; Respond to phone messages in a timely manner; Post and send appropriate messages via Phone Tree
- Order supplies and materials
- Produce, print, fold weekly bulletins
- Support administrative and communication needs of the pastor
- Compile and File annual charge conference reports and statistical reports

##### Financial and Membership Recording Secretary

- Receive report from “counters” of Sunday offerings and gifts
- Record collection totals and individual gifts
- Prepare quarterly giving statements; notification, documentation of tax- deductible gifts
- Report weekly attendance as per WNC Conference and requirements
- Maintain membership records: baptisms, new members, deaths, etc.; produce annual directory
- Attend monthly Church Council meetings on 2<sup>nd</sup> Sundays, and record minutes of meetings
- Liaison with auditor, church treasurer and Chair of Finance as needed

Note: Position pays \$14.00/hour; no benefits.

Reports to the Pastor and Chair, Pastor-Parish Relations Committee

Send Resume with three (3) letters of reference to [groseci@triad.rr.com](mailto:groseci@triad.rr.com), or by mail to:  
Janet Groseclose, 450 Everidge Rd., Winston-Salem, NC 27103, by September 10.  
Please mark: ATTN: Janet Groseclose, Chair, Pastor Parish-Relations Committee.