

January 26, 2010

Love Fund Coordinator

Part time salary position of 12 hours per week

Administratively responsible to the Pastor as head of staff

Ministerially responsible to the Mission Committee

Position Description

Basic to the position is an understanding of and appreciation for who we are as a Christ minded Christian Community.

Coordinator will:

- ..work on interview days and one additional day for administrative responsibilities
- ..interview one day each week and be present and available to the volunteer interviewing the second day
- ..answer and respond to telephone requests for assistance
- ..communicate with volunteers keeping them current on changed or new procedures, referral resources, and required record keeping
- ..be responsible for the care and keeping of the Love Fund check book, consulting with the church treasurer as needed and /or required
- ..maintain digital and physical files; keep forms and documents used in the interview process available and updated
- ..shop for personal care items as necessary; keep Personal Care Cupboard organized and inventoried
- ..complete necessary month end financial reports and write monthly newsletter article to keep the church informed about the Love Fund mission
- ..keep good relations with current referral agencies and seek out information on resources for difficult assistance requests
- ..attend monthly Mission Committee meetings and provide a brief report

First Presbyterian Church of Richmond, KY, is searching for a part-time employee (about 12 hours weekly) to oversee a local financial outreach assistance ministry. Applicants must have both administrative and person-to-person skills. Interested persons should contact Curtis Christian at First Presbyterian Church

(859) 623-5323

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