

18. POSITION DESCRIPTIONS for Volunteers

18.1 FINANCIAL SECRETARY

The Financial Secretary is responsible for assigning and distributing pledge envelopes to members who have made pledges, and for recording and maintaining pledge statistics.

The Financial Secretary gives a monthly statistical report to the Session and quarterly statements to pledging families.

On an annual basis a financial secretary is nominated by the Stewardship and Finance Ministry Team and elected by the Session.

18.2 TREASURER

A. RESPONSIBILITIES

1. Balance monthly bank statements
2. Maintain savings accounts and certificates of deposit: Re-invest certificates; Cash certificates when needed; Transfer funds between accounts.
3. Prepare Monthly Treasurer's Report
4. Pay the Staff: Keep personnel records; Send quarterly payments to IRS and State; Prepare annual W2 forms (in coordination with payroll service)
5. Make financial reports to the Presbytery (Usually annually)

On an annual basis a treasurer is nominated by the Stewardship and Finance Ministry Team and elected by the Session.

18.3 BOOKKEEPER

A. RESPONSIBILITIES

1. Maintain checkbook
2. Write checks in accordance with the Voucher Payment System policies
3. Prepare monthly Treasurer's Report for Finance MT review
4. Assist the Treasurer as needed

18.4 ASSISTANT TREASURER

A. RESPONSIBILITIES

1. Handle all financial duties for the Capital Repair & Replacement Fund and the Other Front Door Fund, including all bill paying and financial reporting.
2. Assist the Treasurer as needed

18.5 CLERK OF SESSION

The Clerk has a role as clerk of Session and as secretary of meetings of the congregation. He/She is responsible for preserving rolls and registers, maintaining relationships/communications within the church and between governing bodies, and being knowledgeable.

A. ROLES

As Clerk of Session and Secretary of Meetings of the Congregation, the clerk

shall record the transactions of these bodies, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church. Extracts from the minutes of each Session meeting outlining the actions taken affecting a Ministry Team shall be provided to each Ministry Team chair. The Clerk is also authorized to place summaries of the Session Minutes in the newsletter or other church publications.

B. RESPONSIBILITIES

1. Preserving Rolls and Registers: In conjunction with the church secretary, the board of deacons, Administration and Membership & Evangelism Ministry Teams, the clerk works to ensure that the rolls and registers of the church membership are up-to-date and accurate.
2. Communications within the church: The clerk is the communicating link with the Session, pastor(s), and congregation. The clerk is to bring to the attention of the moderator all communications addressed to the Session.
3. Communicate to the congregation all matters affecting the whole congregation such as the calling and the purpose of congregational meetings, policies, guidelines established by the Session, summary of minutes of Session meetings.
4. The clerk is to be knowledgeable in the communications and workings of the Ministry Teams of the Session. This is facilitated by the clerk attending meetings of the Administration Ministry Team, as well as, stated and called meetings of the Session.
5. The clerk is further responsible for any other duties listed in the Book of Order or as assigned by the Session, including specifically sending annually to Presbytery and Montreat the past year's Session Minutes, and sending annually to Presbytery the past year's TCPC Statistical report.
6. Communications with Other Governing Bodies: The Clerk is the designated correspondent to receive and submit communications from/to other governing bodies. Correspondence may be related to a number of items such as actions and recommendations which impact the local church, benevolence, presbytery's annual review of Session and congregations minutes, suggested names to nominating committees of qualified persons within church to serve in needed capacities, overtures aid in the preparation of general assembly year-end reports.
7. Relationship to Pastor(s): The role of clerk necessitates a special relationship to the Head of Staff. Support to the Head of Staff is invaluable by being a confidant.
8. The clerk should also provide the following for docket planning; the stated Session meeting agenda, items of unfinished business, annual/quarterly items needing attention, person(s)/Ministry Teams responsible for reporting on previously assigned tasks, communications from other governing bodies, and assignments for devotions.
9. The clerk is to further aid the Head of Staff by being knowledgeable about the Book of Order, helping with arrangements, ballots, etc., for meetings, having clerk's records readily available to Head of Staff, and providing

advice and counsel when requested.

10. Being Knowledgeable: Given the roles and responsibilities listed above, the clerk is seen as one who is knowledgeable about the life of the congregation, the actions of Session, and the wider governing bodies. The clerk is not expected to have all information, but to be able to direct persons to the source where answers can be found.

C. TERM OF OFFICE

The Term of office is for one year, or until a replacement Clerk is named.

D. IMPORTANT DATES

MONTHLY

Attend Administration Ministry Team meeting

Prepare agenda for stated Session meeting by collating ministry team reports, diaconate and trustee reports, statistics, membership actions, bringing forward old business

Taking, transcribing and distributing minutes of meeting for Session's review and approval

Update ACS with membership actions

JANUARY

Annual Congregational Meeting (last Sunday): responsible for preparing agenda, acting as secretary at meeting, preparing minutes and sending to Session for review and getting approved at next stated Session meeting and signed by Moderator, having minutes from last congregational meeting available for congregation at meeting, recruiting assistant clerks/tellers, preparing ballots in case needed

Annual Statistical Report due to Presbytery

Elect 4 commissioners and one alternate to February Presbytery meeting at stated Session meeting

FEBRUARY

Ask Administrative Assistant to make copies of Presbytery packet for commissioners to Presbytery meeting from POJ website

MARCH

File previous year's minutes with Presbytery as directed and with assistance of administrative assistant

Begin annual roll review (see membership manual)

MAY

Elect 4 commissioners and one alternate to June Presbytery meeting at stated Session meeting

SEPTEMBER

Congregational meeting to elect elders (third Sunday): responsible for preparing agenda, acting as secretary at meeting, preparing minutes and

sending to Session for review and getting approved at next stated Session meeting and signed by Moderator, having minutes from last congregational meeting available for congregation at meeting, recruiting assistant clerks/tellers, preparing ballots in case needed

Elect 4 commissioners and one alternate to October Presbytery meeting at stated Session meeting

OCTOBER

Complete annual roll review (see membership manual)

DECEMBER

Prepare clerk's report for Annual Report

18.6 SUNDAY SCHOOL SUPERINTENDENT

A. SPECIFIC RESPONSIBILITIES

1. Responsible to Children's Sunday School Classes (infants - 5th).
2. Responsible for arranging for opening assemblies.
3. Responsible for procedure and sign-up of A-V equipment (TV, VCR).
4. Order and distribute Sunday School curriculum to teachers.
5. Purchase all Sunday School supplies and check on needs to replenish and stock closet.
6. Make sure the Sunday School rooms and CE supply closet are opened one half hour before the designated starting time for Sunday School classes.
7. Insure that heat, lights, chairs, tables, flip charts, VCR's, etc. are in proper order prior to arrival of teachers and students.
8. Assist teachers and direct those attending Sunday School in finding rooms and materials.
9. Keep records of Sunday School attendance at designated place in church office, with copy to assigned Staff Person and update CE rolls.
10. Collect all Sunday School offerings and place in red Sunday School bag in workroom by treasurer's pouch.
11. Insure that all classes have teachers or substitute teachers each Sunday.
12. Schedule, attend, and plan with assigned Staff Person quarterly Sunday School Teachers Workshops.
13. Attend either monthly CE meetings or subcommittee meeting (children, youth, adult).
14. Make recommendations for budget needs.

18.7 ADULT PROGRAMS ADMINISTRATOR

A. SPECIFIC RESPONSIBILITIES

1. Director's Assistant
 - a. To be the contact person for the teachers and leaders of classes
 - b. To attend the regularly scheduled Adult Nurture Ministry Team meetings
 - c. To recruit the hosts for the Upstairs Fellowship Hall Sunday School class

- d. To be the contact person for teachers / leaders if audio visual equipment is needed
- e. To insure that classrooms are in proper order for the teachers, leaders and students
2. Organizational / Data Collection Duties
 - a. Track attendance at all Adult Nurture functions (Sunday School, small groups and special events) by name, date and program
 - b. Report attendance figures to the Adult Nurture Ministry Team monthly
 - c. Retain the records of attendance
3. Bookkeeping Duties
 - a. Collect and deposit money from purchase of books (curriculum, devotionals, etc.)

18.8 VOLUNTEER COORDINATOR

The volunteer coordinator position is a coordinator of membership volunteer involvement in the life of the church. The volunteer coordinator helps facilitate connective links between members, G.I.F.T.S. survey results, church opportunities and personal faith journeys of sharing time and talents as a faithful stewardship response.

The volunteer coordinator serves as a contact person to involve both new members into the life of the church as well as help re-attach or re-connect those longer termed members through using their time and talents.

The volunteer coordinator disseminates and makes available the results of the G.I.F.T.S. survey of time and talent, works with Ministry Team chairs to identify and support volunteer opportunities and needs, and communicates to the congregation areas of need.

The volunteer coordinator is a one year position and reports directly to the Administration/Personnel Ministry Team. The Administration/Personnel Ministry Team supports the position and serves as a communication link to session, staff and congregation.

18.9 CHILDREN'S WORSHIP COORDINATOR

- Develop and distribute (3 times / year) a weekly schedule identifying the story (based on Sonya Stewart's curriculum books) and the assigned teacher.
- Organize and hold two meetings to review the program with the teachers and to make modifications as necessary.
- Provide mini-training sessions for new teachers, as necessary.
- Organize stories and clean house at least four times per year (Linda Paolino has graciously volunteered to head up keeping the stories in order.)
- Coordinate special 11:00am meeting with parents and children at the beginning of the year (September) to review the program's liturgical order of worship.
- Keep the attendance log and make sure that Children are within the appropriate age group

18.10 CHILDREN'S MESSAGE COORDINATOR

- Coordinates church members to give the Children's message every Sunday, except the first Sunday of the Month.
- Creates a September-to-August calendar sign-up sheet and post it on the Children and Family Ministry Team bulletin board.
- Coordinates with the Church Office for announcements in the bulletin and newsletter.
- Assists with the content of the Message, as needed.

18.11 VACATION BIBLE SCHOOL POSITIONS

A. VBS DIRECTOR

- Selects curriculum
- Recruits:
 - Bible study teachers
 - Craft Director
 - Kitchen Director
 - Music Director
- The Directors should recruit their own staff, if possible (except for the Bible study teachers.)
- The VBS Director holds "orientation" for all volunteers
- The curriculum should be selected in January with planning beginning immediately
- Advertising and registration should begin in the preschool in early March, since they finish school in May
- Registration runs through the day VBS starts
- No child is turned away for any reason
- Youth participation is essential
- Constant communication with the Church Office is necessary to coordinate the dates of all events, and to coordinate all the bulletin and newsletter information
- Registration forms and volunteers sign-up sheets are out in the bulletin preferably once a month from February on
- The advertisement should be in the newsletter during the same time frame
- Children's Messages and Cookie Fellowships are held to help publicize the event
- The curriculum, dates and volunteers must be approved by Session
- The purpose of VBS is for everyone, adult and child, to have an exciting, educational, spiritual and safe week to remember

B. VBS TEACHER

Vacation Bible School offers a learning experience for children (for 2005: ages 4 as of 10/1/05 through completion of 5th grade) during one summer week. The time together is a time of love, sharing and learning. The Bible School curriculum has numerous activities that may be used with each age – in many cases, there is too much information. As a Bible School teacher, you may choose those items you feel will work best with your class. Two youth helpers (one 6th grader/junior

high and one senior high) will be assigned to help with the children in tasks such as the bathroom, classroom activities, moving from one activity to another, etc.

Duties are:

- Plan a classroom atmosphere of encouragement and love
- Plan and implement your lesson for each day
- Help plan the final program activities for Thursday evening
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH)
- Address any discipline concerns of the Directors
- Purchase your supplies (\$20 maximum per class) and return receipts to the Directors for reimbursement
- Present any concerns, needs or desires to the Directors

C. VBS CRAFT LEADER

Using one's hands to make a gift or display a talent is one of the greatest gifts God has given His children. Crafts is the time during the Bible School program when children can put their gifts to work. As a Craft Leader, you will need to plan for and carry out activities for a specific age group (preschool and school-age) each day. Maintaining some order while allowing the children to have fun is important. Youth helpers will be available if you would like them to assist.

Duties are:

- Plan and coordinate daily activities with the Craft Coordinator
- Assist Craft Coordinator with identifying supply needs
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH)
- Be set-up and ready to go at your assigned time
- Present any concerns, needs or desires first with the Craft Coordinator, and then with the Directors

D. VBS CRAFT ASSISTANT

Using one's hands to make a gift or display a talent is one of the greatest gifts God has given His children. Crafts is the time during the Bible School program when children can put their gifts to work. As a Craft Assistant, you will need to plan for and carry out activities for a specific age group (preschool and school-age) each day. Maintaining some order while allowing the children to have fun is important. Youth helpers will be available if you would like them to assist.

Duties are:

- Plan and coordinate daily activities with the Craft Coordinator
- Assist Craft Coordinator with identifying supply needs
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH)
- Be set-up and ready to go at your assigned time
- Present any concerns, needs or desires first with the Craft Coordinator, and then with the Directors

E. VBS MUSIC COORDINATOR

Vacation Bible School music provides the opportunity for children of all ages to learn songs that can be life-long songs. The Bible School curriculum includes music for all age levels with accompanying tapes. Depending on the direction of

the program and the Directors, the music portion of the day can be handled by one individual or two. Traditionally two have divided the responsibility by age levels (preschool and school-age.) Enthusiasm, warmth and the desire to work with the children is the emphasis with Bible School – a music background is not required.

Duties are:

- Coordinate the music program with the Directors
- Recruit Music Assistants for preschool and school-age children and notify Directors of each person's name, telephone number, e-mail address and the number of children needed for child care (see volunteer registration forms.)
- Organize all music activities for the week with the Music Assistants
- Help plan the final program activities for Thursday evening
- Ensure that the Music Assistant is ready each day
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH). Be prepared to discuss preliminary plans for activities for preschool and school-age children.
- Ensure all recruited Music Assistants attend Bible School Orientation
- Present any concerns, needs or desires to the Directors

F. VBS MUSIC ASSISTANT

With many different children with various energy levels, the Music Coordinator(s) often need an extra hand in teaching songs or playing the piano. One does not have to be a professional to assist in this area – just a desire and a love of children.

Duties are:

- Work with the Music Coordinator(s) as to activities each day
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH).
- Be set-up and ready to go at your assigned time
- Present any concerns, needs or desires first with the Music Coordinator, and then with the Directors

G. VBS SNACK COORDINATOR

Each day the children have a small snack. The snack program is orchestrated by an individual who has a team of assistants who prepare, serve and clean up snacks each day. In addition, the Snack Group is responsible for providing, serving and cleaning up for the culminating activity – Ice Cream Social – on Thursday evening. The Coordinator is responsible for overseeing all snack components of VBS. Duties are:

- Recruit Snack Assistants and notify Directors of each person's name, telephone number, e-mail address and number of children needed for child care (see volunteer registration form.)
- Organize all snacks for the week with the Snack Assistants
- Coordinate daily snacks and shop for items not donated ensuring the budget provided is not exceeded. Provide a list of supply needs to the Directors, and before shopping for supplies, check with the Directors to see what may be solicited from the congregation. In addition, Ukrops provides free cookies,

Kool-Aid, napkins, cups and ice cream cups to area churches during VBS. Check with them first to see how much they provide and obtain details for getting these things for TCPC.

- Return receipts for supply purchases to Directors for reimbursement
- Ensure that each Assistant is ready daily
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH). Be prepared to discuss preliminary plans for snacks for preschool and school-age children.
- Ensure all recruited Snack Assistants attend Bible School Orientation
- Present any concerns, needs or desires to the Directors

H. VBS SNACK ASSISTANT

Each day the children have a small snack. Snack Assistants work with the Snack Coordinator to ensure snacks are prepared, served and cleaned up afterwards for VBS and the culminating activity – Ice Cream Social – on Thursday evening. Duties are:

- Prepare snacks and deliver to classes when appropriate
- Clean-up areas or food spills
- Attend Bible School Orientation (June 12, 2005: 7pm – 8:30pm UFH).
- Be set-up and ready to go at your assigned time
- Assist the Snack Coordinator as needed
- Attend and prepare, serve and clean up for the Ice Cream, Social on Thursday evening
- Present any concerns, needs or desires first with the Snack Coordinator, and then with the Directors