

Administrative Assistant
Forest Lake United Methodist Church

Job Description

Qualifications:

- Familiarity with general office procedures either through formal training or equivalent experience.
- Previous work experience in an office environment preferred but not necessary.
- Computer literate with knowledge of word processing software programs.
- Must possess good organization skills, good interpersonal skills and maintain a high degree of confidentiality.

Reports To: Senior Pastor or Liaison for SPRC

Responsibilities:

- Check all phone message and return calls as needed
- Check all email accounts daily.
- Greet all incoming visitors and staff.
- Answer all telephone calls and direct to appropriate staff member.
- Ensure that all outgoing mail is mailed out before 12 noon
- Collect all attendance rosters from Sunday School as well as both Sunday Services and input all names into RDS.
- Collect names and addresses of all 1st time visitors and send a letter from the pastor. Ensure that this is mailed by 12 noon on Monday.
- Produce an attendance report for the head of the Outreach Committee. Make available by Wednesday afternoon.
- Collect all names from the Sunday Service rosters for midweek meal attendance. Produce a list of all attendees and make available by Wednesday afternoon.
- Write all donor and recipient memorial cards and envelopes and designate to appropriate family and donor. Mail as soon as possible.
- Collect birthdays from RDS and input into a letter that will be mailed on Friday by 12 noon wishing the member a happy birthday.
- Mail a tape of Sunday's service as well as a bulletin to a certain Individual per Senior Pastor every Monday by 12 noon.
- Fax the new Angel Food menu to St. Marks Methodist church monthly as soon as it becomes available.
- Enter into RDS and print all attendance lists for Sunday School classes for appropriate Sunday. Distribute to each classroom along with an offering envelope on Friday afternoon to prepare for Sunday morning.
- Collect all dates for church activities, meetings and recreational programs, making all reservations ensuring that there are no conflicts and inputting into all calendars; Master calendar, wall calendar in office and wall calendar in conference room.
- Make all calls for routine and emergency maintenance of the building.
- Order all office supplies, paper, toner, etc.
- Sign all invoices and work orders and turn into Financial Secretary as they come in.

- Collect all articles for the messenger daily. Input, arrange and have proofread before printing. Print necessary amount of copies and have available for mail crew by 1pm on Wednesday afternoon. Must be mailed by 3:30pm on Wednesday.
- Hard copies of both messenger and bulletins must be kept in files as well as a public folder for all church members.
- Collect all articles, music, sermon titles and scriptures for the Sunday bulletin. Input, arrange and have proofread before printing. Print a total of 235 distributing 35 to the choir and the other 200 to the narthex to prepare for Sunday morning.
- Collect all incoming mail and distribute to proper individuals, hand delivering the mail to the Senior Pastor and Financial Secretary.
- Prepare correspondence and other typing and copying for church staff and committee members.
- Ensure the use of proper copier codes to track all paper use.
- Keep track of all new addresses and telephone numbers for new and current members of the church. Update in RDS.
- Transfer all information pertaining to the transfer, death or oncoming of a member to the Membership Secretary. Also keep a hard copy of all information available for the Senior Pastor for Charge Conferences purposes.
- Keep work space organized.

Assistant Youth Director
Forest Lake United Methodist Church
Job Description

Qualifications: The person hired must be eligible to work with youth from the 6th through 12th grades and should be eligible to drive the church vans in support of youth functions.

Summary: The Assistant Youth Director is a part-time position of approximately five (5) hours per week, employed year round. This staff person will direct the youth's educational and recreational activities for sixth through twelfth grades.

Mission Statement: Inspire the youth of Forest Lake United Methodist Church to grow in faith through study, fellowship, evangelism, service, and prayer.

Responsibilities:

- **Wednesday Night Bible Study:** Assist the Youth Director in conducting Wednesday night Bible study, preferably with the Youth Director and Assistant Youth Director dividing the group by gender with each leader taking either the girls or boys. The studies by boys and girls do not necessarily have to follow the same structure, Scripture, or guides
- **Sunday Evening:** Perform such tasks as directed by the Youth Director, in ministering to the Youth. One possible division of responsibility will be with the Youth Director taking the 9th – 12 grade and the Assistant Youth Director taking the 6th – 8th grade youth, or vice versa.
- **Youth Retreats:** Serve as a chaperone and perform such tasks as directed by the Youth Director.
- **Youth Events:** Perform such tasks as directed by the Youth Director in ministering to the Youth during special events such as lock-ins, Box City, etc.

Assistant Director of Weekday Kids
Coordinator of Preschool
Job Description

Qualifications:

- An undergraduate degree in child development, elementary education, or a related field.
- Experience in working with this age group.

Reports To: Director of Weekday Kids, Weekday Kids Board and/or Senior Pastor

Responsibilities:

- Develop weekly themes for preschool
- Plan curriculum
- Coordinate preschool class/playground schedules
- Serve as a consultant/resource person to teachers
- Assist with program supervision: classroom arrangements, learning environments, staffing needs
- Assist with special events and activities
- Plan for preschool chapel activities
- Provide classroom supervision, if needed
- Organize and maintain curriculum/resource room
- Purchase art/classroom supplies
- Organize and maintain library
- Order and distribute Scholastic Books
- Plan healthy morning preschool snacks
- Purchase snacks/health & sanitation supplies weekly
- Provide information to staff regarding staff development
- Assist with staff meetings
- Assist with interviews & hiring new staff members
- Talk with prospective parents to promote the program
- Maintain waiting lists for preschool
- Maintain Immunization cards/data
- File yearly State Immunization reports
- File yearly Exempt Status reports
- Assist in maintaining student files
- Assist in maintaining Accounts Receivable (billing & collections)
- Assist with fundraising, school pictures, etc.
- Coordinate CDR checkouts, use of dye-cuts, demonstration classroom, information

Director of Children's Ministries
Forest Lake United Methodist Church
Job Description

Summary: To facilitate a meaningful, comprehensive, effective children's ministry which helps children ages 2 ½ years through fifth grade to know Christ and promotes growth in their relationship with Him. This is a part time position consisting of 20 hours per week.

Reports To: Senior Pastor

Qualifications:

- Deeply committed to Jesus Christ and is passionate about relationship with Him
- Loves children and is passionate about working with them and fostering their spiritual growth
- Deep knowledge of scripture and the fundamental beliefs of the Methodist church
- Deep knowledge of developmentally appropriate and effective methods for teaching children of varying ages
- Ability to work positively and effectively with children who have special needs
- Exceptional leadership, relational, organizational, and time management skills
- Strong ability to recruit, train, and motivate volunteers
- Communicates positively and effectively with children, parents, volunteers, and the church family as a whole
- Leads and works as a team player
- Positive, enthusiastic attitude
- Behaves in a professional manner at all times
- Ability to work within assigned budget
- Computer skills (must be able to create newsletters and calendars, maintain webpage, communicate through email, etc.)
- Degree in education or other child-related field is preferred but not required
- Previous experience in working with children required

Responsibilities:

- Research, select, implement, and evaluate Bible-based curricula for all children's ministries including Sunday school, Wednesday night classes, Children's Church, Vacation Bible School, and miscellaneous special studies (Curricula selection must be developmentally appropriate and consistent with the beliefs of this church.)
- Plan, coordinate, and promote special programming and events throughout the year including (but not limited to) Lenten study for children, Children's Seder meal, special holiday events/parties (Easter Egg Hunt, Trunk-or-Treat), Christmas musical, and Advent Workshop
- Plan, coordinate, and promote various service and mission opportunities as an integral part of the children's program
- Recruit, train, and schedule volunteers for all children's ministries and special activities
- Prepare lessons and materials/supplies for volunteers
- Develop and maintain a positive, exciting, energetic learning environment that builds a strong foundation of Bible knowledge and promotes Christian fellowship among children
- Maintain Children's Ministries website and all contained pages (training will be available)
- Develop monthly newsletter for parents and children (also to be included on website)
- Develop monthly calendar (also to be included on website and in the Messenger each month)

- Routinely provide announcements and updates in the Messenger
- Collaborate with senior pastor to plan ways to include children in traditional and contemporary worship services
- Collaborate with youth director to plan ways to integrate the children and youth for special events/mentoring opportunities and to prepare 5th graders for the transition into the youth group
- Ensure meaningful integration of children into the life of the church
- Serve as a resource to parents and grandparents for the spiritual development of their children/grandchildren
- Build positive relationships with children and their parents
- Plan, coordinate, and implement fundraising opportunities for the children's department
- Adhere to FLUM fiscal policies
- Maintain/update bulletin boards
- Maintain/update information packets which will be available for visitors
- Serve on the Children's Council and attend monthly meetings
- Attend weekly FLUM staff meetings

*The Director of Children's Ministries is not expected to carry out each of these duties him/herself but would be responsible for delegating many of these duties to volunteers. He/she will also have the support and input of the Children's Council, especially when planning special events.

Custodian
Forest Lake United Methodist Church
Job Description

Qualifications:

- High School diploma or GED
- Must meet suitability for employment under the child welfare policies of FLUM
- Must possess the ability to make independent decisions when circumstances warrant
- Must be able to manage time and multiple tasks and projects

Reports To: Senior Pastor

Required Knowledge, Skills and Abilities:

- Good knowledge of tools, materials and methods to safely perform the work required to maintain all floors. This includes cleaning, stripping, waxing and shampooing floors.
- Ability to read, write and follow written or oral instructions.
- Ability to do simple mathematics.
- Ability to lift, bend, stoop, walk, carry and reach overhead. Adequate strength and dexterity to perform all tasks.
- Ability to do all grounds keeping and minor maintenance.
- Ability to work outdoors in a variety of conditions and temperatures.
- Ability to observe and report the needs for maintenance and supplies.
- Ability to get along with FLUM members, staff and general public.
- Ability to climb and work from ladders or scaffolds and move furniture, books and supplies.

Objective: To provide Forest Lake United Methodist Church a safe, attractive, comfortable, clean facility in which to learn, play, work and worship.

Responsibilities:

- Keeps building and premises, including sidewalks, driveways and play areas neat and clean.
- Regulates heat, ventilation and air conditioning systems to provide temperature appropriate to the season and to insure economical usage of fuel water and electricity.
- Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweeps and/or vacuums classrooms daily and dusts furniture.
- Periodically checks all areas for dusting needs and mop or spot mop when needed.
- Scrubs, washes and disinfects toilet floors daily and cleans all sanitary fixtures, toilets, lavatories and drinking fountains daily as needed.
- Cleans halls each day and during the day when their air condition requires it.
- Make minor repairs and perform maintenance duties as needed.
- Report any damage to the FLUM property immediately to the Senior Pastor.
- Remove all marks from the floors and walls if possible.

- Remain on church premises during established work hours and provide needed services related to other activities when the use of the facility has been authorized.
- Move furniture or equipment as required for meetings/activities and as directed by the Pastor.
- Attends work on a regular basis.
- Reports work related injuries as required.
- Organizes/stores/maintains equipment, supplies and other janitorial items so they can be easily located and utilized by other staff members and volunteers.
- Complies with appropriate laws and procedures for the storage and disposal of trash, rubbish and waste and maintains acceptable health and safety regarding the use of cleaning chemicals, disinfectants, etc... as directed.
- Adheres to rules and regulations.
- Performs other related and regulations.
- Remove trash from building on a daily basis.
- Use the schedule for custodian and custodial checklist as a guide to perform duties.

Terms of Employment: This is a full-time position with salary to be determined by the FLUM SPRC. The Senior Pastor will determine the work schedule.

Evaluation: Performance of this job will be evaluated in accordance with job responsibilities and the FLUM personnel policy.

**Forest Lake United Methodist Church
Schedule for Custodian**

- I. Sanctuary/Offices/Fellowship Hall/Gymnasium/Education Building**
 - A. Floors**
 - Sweep tile floors and vacuum carpet twice weekly
 - Mop tile floors weekly
 - Spray and buff tile floors weekly
 - Move all chairs, tables and mats before cleaning and replace.
 - Dust gymnasium floor weekly
 - Dust stage floor weekly, plus steps at back of stage and front also.
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 - B. Windows and Doors**
 - Check outside and inside for cobwebs weekly
 - Clean inside and outside every other month
 - February-April-June-August-October-December
 - Glass on doors need to be cleaned each week, preferably on Thursday or Friday.
 - Door knobs and facings need to be cleaned at the same time as the glass on the doors.
 - C. Pews**
 - All old bulletins removed weekly
 - Dusted weekly
 - Remove paper, pencils and trash from pew racks weekly
 - Vacuum under pew cushions where trash and dirt collect
 - D. Sanctuary and Narthex furniture**
 - Dust organ and all railings, furniture weekly
 - Dust all furniture in Narthex, preferably on Friday
- II. Restrooms**
 - All plumbing fixtures cleaned twice weekly

Week of: _____

Custodial Checklist

DAILY

1. Vacuum/Dust Mop:

- * Fellowship Hall
- * 1st floor hallways/matting
- * 1st floor WDK classrooms
- * Office entry foyer
- * Gymnasium

2. Mop:

- * 1st floor hallway
- * Fellowship Hall (if needed)
- * 1st floor WDK classrooms

3. Restock paper goods (paper towels, soap, toilet paper, etc...)

4. Check/replace lights

5. Clean restrooms on first floor

6. Empty kitchen trash (if needed)

7. Empty WDK hall trash can

8. Report and maintenance needs

TWICE WEEKLY

1. Vacuum/Dust Mop

- *2nd floor hallways
- *2nd floor classrooms
- *1st floor adult classrooms
- * Welcome Center
- * Offices
- * Youth Room area
- *Stairwell steps

2. Mop

- *2nd floor hallways
- *2nd floor classrooms
- *1st floor adult classrooms
- *Welcome Center
- *Office Areas

3. Clean restrooms (2nd floor, Offices)

4. Empty Trash (Gym, Education Building, Offices)

5. Sweep sidewalks (Wednesday & Sunday)

6. Shake-out/clean all outdoor matting

WEEKLY

1. Straighten sanctuary

- *pick up paper and trash
- *Dust pulpit and altar
- *Replace Bibles and Hymnals
- *Vacuum and mop Narthex

2. Empty aluminum cans

3. Empty playground trash cans

AS NEEDED

1. Arrange chairs and tables for classrooms

2. Wipe railings in stairwells

3. Wash dust mop heads

4. Sanitize mops with Clorox solution

Financial Secretary
Forest Lake United Methodist Church
Job Description

Qualifications:

- Familiarity with general ledger and bookkeeping procedures either through formal training or equivalent experience.
- Previous work experience in accounts receivable helpful, but not required.
- Computer literate with knowledge of accounting software programs.
- Must possess good organizational skills and maintain a high degree of confidentiality and information security.

Reports To: Senior Pastor, Liaison for SPRC and Chair of Finance Committee

Summary: Responsible to the above mentioned individuals for maintaining the church financial records including, but not limited to, receipt and disbursement of funds, accounts receivable, accounts payable, payroll, general ledger and periodic financial reports.

Responsibilities:

- Post receipts and disbursements of all accounts according to church financial procedures.
- Post offerings weekly to individual accounts.
- Prepare bank reconciliation statements monthly.
- Receive and answer queries concerning financial matters from staff and committee personnel; maintain records of finances, correspondence and reports; carry out business transactions as directed by the Chair of Finance Committee.
- Verify and total all invoices and check requests when approved.
- Prepare and issue checks in accordance with church policy and procedure.
- Prepare reports and other financial information as requested.
- Check and compute weekly time cards of hourly workers; issue checks; issue checks to salaried full-time and part-time according to church policy.
- Provides assistance and support to the FLUM staff, the Finance Committee and ultimately to the Church in performance of tasks necessary for the ongoing promotion of the church and its ministry.
- Responsible for the receipt and deposit of all Weekday Kids Program (WKP) revenues and for the processing and disbursement of all WKP expenditures.
- On a monthly basis, issue billing statements on WKP student accounts.
- Responds to inquiries on billing statements and the collection of outstanding balances.
- Handle and process tax forms for payroll purposes.
- Issue W2 forms and/or 1099 forms.
- Prepare and issue quarterly contribution statements to FLUM members and friends.
- Assist in the preparation and processing of the annual budget.