

## **I. Office Management**

### **A. Record Keeping**

- i. Maintain member data and update electronic directory
- ii. Maintain files for correspondence, Session and Deacon minutes, services of worship, hymns and other files
- iii. Maintain records of all contracts, agreements, and the Calvary Presbyterian Church Guide for the Perplexed

B. Primary contact for those calling, visiting, or emailing the church. This may include visitors, potential wedding clients, or business contractors.

- i. Provide any requested information or connect them to appropriate person within Calvary

C. Maintain office equipment including computers, printer, and supplies

D. Hire and train church employees as needed

- i. Keep track of employee performance and update session regularly.
- ii. Correct

## **II. Building Management**

A. Manage schedule of building usage including: Calvary worship, tenants, weddings, Labyrinth, renters and other special events

B. Maintain relationships with building tenants and partners, balancing tenants needs with the needs of the congregation

C. Negotiate contracts for tenants and wedding rentals

D. Act as building coordinator for the safety response team and regularly update relevant security systems.

## **III. Worship**

A. Coordinate and schedule volunteers for worship: liturgist, musician, usher, and counters

B. Print bulletin for weekly worship and special services & upload to website

C. Work with event coordinators for regular special events, such as the Calvary Christmas Celebration

## **IV. Marketing**

A. Maintain Calvary webpage including regular updates and blog posts

B. Post updates to Calvary Facebook & Instagram page

C. Compile biweekly congregational and bimonthly public newsletters

## **V. Financial Duties**

A. Coordinate with bookkeeper and treasurer to maintain financial records

B. Make weekly bank deposit

C. Input payroll information

D. Track, draft payment for and file all invoices