

## **Policies and Procedures Part 3a**

### **NON-PAID NON-MINISTERIAL STAFF**

#### **Nursery Coordinator**

##### **PURPOSE**

To minister to young families in our church by caring for and coordinating the church nursery.

##### **DUTIES**

1. Coordinate Sunday School Teachers for 0-3 years old.
2. Coordinate rotational list for Sunday morning and evening, and Wednesday evening services.
3. Enlist volunteers for the nursery.
4. Coordinate filling of paid Nursery Worker position(s)
  - a. Post position
  - b. Solicit resumes
  - c. Schedule interviews and coordinate with Pastoral staff
  - d. Communicate with candidates
  - e. Participate in hiring decisions

##### **SELECTION AND TERMS OF SERVICE**

1. Nursery Coordinator will be nominated annually by the Nominating Committee for approval by the Church membership.
2. There are no limits to the number of consecutive years a member may serve.

#### **Church Clerk**

##### **PURPOSE**

Church clerk is responsible for keeping and organizing church records and minutes for the purpose of preserving church history and providing reference for meetings.

##### **DUTIES**

The church clerk is responsible for:

1. Minutes of all regular and/or called church business meetings.
2. Keep records of members by category - Active, Non-Active, and Deceased.
3. Keep records of baptisms.
4. Respond to requests for church letters.
5. Make requests for church letters.
6. File monthly minutes reports as well as Treasurer, Music, Youth, Building and Grounds reports, along with any other reports.
7. Keep a copy of the current yearly approved Nominating Committee positions and approved Church Budget.
8. Order necessary supplies for record keeping such as offering envelopes, record books, etc.
9. Complete yearly required association church letter.
10. Appoint capable person to take minutes when absent, if necessary.
11. Order church literature with Sunday School Superintendent and Pastoral oversight.

## **SELECTION AND TERMS OF SERVICE**

1. Church Clerk will be nominated annually by the Nominating Committee for approval by the Church membership.
2. There are no limits to the number of consecutive years a member may serve.

## **Church Hostess**

### **PURPOSE**

To care for the church and families in the the church.

### **DUTIES**

1. Take care of decoration and flowers for church functions.
2. Order flowers for church families in the event of death, sickness, etc.
3. Purchase and stock kitchen and bathroom supplies as needed and within church budget; this includes items required for special events
  - a. Toilet tissue, paper towels, plates, silverware, cups, trash bags, kleenex, hand soap, hand sanitizer, dish soap, coffee, creamer, sugar, sweetener, ice, etc.
4. Clean inside of refrigerators as needed, discard expired items (include items from freezers)

5. Clean cabinet shelves, drawers, cutlery baskets as needed.
6. Setup for church meals/events. Does not include private parties.
7. Coordinate cleanup kitchen after meals to include trash and floors.
8. Communicate projected annual budget needs to the Budget Committee as requested.
9. Alert Budget Committee of anticipated budget overruns.

## **SELECTION AND TERMS OF SERVICE**

1. Church Hostess will be nominated annually by the Nominating Committee for approval by the Church membership.
2. There are no limits to the number of consecutive years a member may serve.

## **Treasurer**

### **PURPOSE**

To glorify the Lord by good stewardship of the Church's resources.

### **DUTIES**

1. Keeps an accounting of the money the Church receives and pays the Church's expenses on a timely basis.
2. Monthly reconciliation of the Church's bank accounts.
3. Year-end preparation of W-2's for the church staff along with the W-3 documentation to the Social Security Administration.
4. Files end of year 944 form to IRS.
5. Yearly preparation of a letter for each church member who tithes, due on January 31 of each year according to IRS deadlines.
6. Performs a yearly worker's compensation audit as directed by the Church's insurance company.
7. Advisory member of Finance Committee.

## **SELECTION AND TERMS OF SERVICE**

1. Treasurer will be nominated annually by the Nominating Committee for approval by the Church membership.
2. There are no limits to the number of consecutive years a member may serve.