

Ministry Description: Envelope Secretary

Position Risk Assessment: High

Term of Office: 1 year, renewable - elected at Vestry

Supervision and Support:

Reports to: Churchwardens

Staff Liaison (if different from above): Diocesan Financial Officer

Committee/Board responsible for this ministry: Administration Committee

Purpose:

To maintain the records of financial donations to the church

Population(s) served:

Anyone who has contributed financially to the church

Skills & Qualifications:

- Some computer skills are necessary, as information is computerized
- Organizational skills, able to meet deadlines
- Position requires a Police Records Check

Spiritual Gifts Recommended:

- Organization
- Service

Training Provided:

- on-the-job training
- Diocesan Sexual Misconduct Training every 3 years

Meeting Date & Time:

- Attends monthly Advisory Board meetings
- Occasionally meets with the Rector, Wardens or Treasurer in person, or by telephone.

Time Commitment Involved:

- Approximately 1 hour per week throughout the year. At the end of the year, there will be a few more hours work.

Description of Duties / Responsibilities:

- To keep accurate records of all donations to the church, as you are accountable to the parishioners
- prepare and distribute Income Tax Receipts annually
- Reconciles the records of income with those of the Treasurer on a monthly basis, prior to the Advisory Board Meeting
- Submits a written report for the annual Vestry book.

- Orders and distributes the sets of Offering Envelopes to the parishioners, making the necessary changes as they occur.

Limits of the Position:

- comply with policies and guidelines of the Diocese of Ontario regarding taxable receipts and confidentiality

Benefits & Opportunities:

- get to know the parishioners
- assist the Wardens and Treasurer in some aspects of the finances

Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist