

# FOUNTAINGATE CHRISTIAN ASSEMBLY

## CLERICAL DIRECTOR SCOPE OF MINISTRY



**Purpose:** To maintain and issue accurate records of monies received and spent.

**A. TIME REQUIRED:** About 2 hours per week for a minimum of one year.

**B. QUALIFICATIONS:** Diligence; eye for detail; basic understanding of clerical practices; able to work with computers; willingness to learn (teachable) and grow with ministry.

### C. SPECIFIC RESPONSIBILITIES:

1. Answer directly to the Senior Pastor. To be a member of the Board of Directors.
2. To ensure that all regular office work is completed on time including agendas/minutes/schedules/involvement sheets, music manuals & lists. To ensure that all correspondence is sent and received in a professional and orderly fashion. To produce posters/tickets as requested.
3. To complete a weekly bulletin, CD or DVD labels as well as a monthly calendar. To maintain an accurate record of songs in their various files. To ensure that all Easy Worship Projections and data bases are completed/updated for services etc.
4. To maintain accurate and permanent records of membership meetings and board meetings. To keep an accurate record of the active membership along with personal information for the family records stored on the computer.
5. To keep all office supplies (paper, ink, toner, visitor packets, pens, recording CD's & DVD's/cases, offering and CD/DVD order envelopes, etc) ordered and in proper stock. Also ensure that Membership and Ministry CD's are made and maintained with updates.
6. To keep an accurate record of all members, marriages, water baptisms, baby dedications, funerals as well as making any certificates and bulletins as/family keepsakes.
7. To ensure that proper backups of all vital files and that all computer/office equipment are properly maintained.
8. To keep an accurate record of all church inventory for insurance purposes.
9. To keep accurate files on all members/adherents both in hard copies and on the computer (i.e. - request for membership, water baptism, service inventories, official letters, interview forms, family data).
10. To maintain an accurate contact list/telephone directory (members, adherents and FCA sponsored ministers and churches.)

