

## **JOB OPENINGS AT THE CONGREGATIONAL CHURCH IN SOUTH GLASTONBURY**

The Congregational Church in South Glastonbury has the following two Part Time Job Openings: Communications Manager and Finance Manager.

Both positions are for approximately 20 - 30 hours per week, preferably 5 days, 4-6 hours per day, but there is some flexibility for start/end times and days. Hourly pay will range from \$14 to \$20 based on experience and skills of the individual. No benefits are provided other than two weeks paid vacation after one year.

The successful candidate will be a self-starter, flexible and able to plan, organize and set priorities to complete assignments with a minimum of directions. Successful experience with using a wide range of technology (e.g., social media, communications software, Microsoft Office including Excel, and computer storage/content sharing software) is a must. The full job descriptions and the specific qualifications required for each position are available below.

If you are interested and qualified for either position, please respond by emailing your resume, salary requirements, and a cover letter outlining why you are interested and how your skills match the position requirements to [CCSGJobOpenings@gmail.com](mailto:CCSGJobOpenings@gmail.com) by Tuesday, September 5, 2017.

### **FINANCE MANAGER**

The Finance Manager (FM) is responsible for the business aspects of running the church, including budget and financial administration, buildings/facilities management, operations, human resources, risk management, and ensuring compliance with local regulations and laws.

The FM is committed to the church and its ministry. The FM is responsible for maintaining the operational and financial interest of the church including limiting liability of the church. The FM is privy to confidential information and must maintain discretion and confidentiality.

The FM is a person who understands the role of money in the overall ministry and mission of the church. The FM is a trusted staff member who communicates with the ministers regarding the health of the church and its members. The FM is an advocate for the church's finances being a driving force in support of the church's goals.

Responsibilities include but are not limited to the following:

#### **Primary Function**

- 1) The Finance Manager works <xx> hours per week (fewer hours in the summer) and reports directly to the Associate Minister. The FM works with staff, Council, HuRAC, Finance, Stewardship, Trustees and other ministry teams to administer the business of the church and to help guide, direct and manage critical operational functions to meet the church's long-term goals.
- 2) Overall responsibility for the daily management of the church office, the coordination and execution of finance, accounting, operations, human resources, and the church's technology systems.
- 3) Provides back-up administrative and daily rental management support as needed.
- 4) Maintains discretion and confidentiality.

#### **Financial Management**

- Oversees the church finances in the receipt, recording, and deposit of all church funds.
- Efficiently uses various software programs, including church management software (CCB), accounting software (QuickBooks) and Microsoft Office (Word and Excel).
- Works closely with the church Treasurer, Financial Advisory Committee (FAC) and others to assure appropriate controls, compliant business practices and financial record system for the church.

- Develops and maintains accurate up-to-date donor record reporting/giving statements and ensures IRS compliance.
- Prepares various financial reports for the congregation, Church Council, ministry teams and committees (e.g., giving statements, budget data, stewardship, etc.)
- Prepares and participates in yearly audit of accounts and reviews the church's financial and insurance policies.
- Maintains files of important documents such as agreements, deeds, tax records and other documents related to church business.
- Understands general church and accounting practices.
- Opens, reviews and routes bills to the correct person or group for review and approval and secures money and incoming checks.
- Oversees the purchasing process of all office equipment and supplies and maintains vendor relationships.
- Works with staff on rentals and ensures that rental payments are collected and recorded in a timely fashion.
- Maintains relationships with financial institutions with which the church has deposits, loans, or other business transactions.

#### **Human Resources/Personnel Management**

- Maintains personnel records for all employees.
- Reviews and maintains time cards for hourly employees.
- Administers payroll for church employees. Compiles W2s and 1099s and submits corresponding government forms.
- Coordinates and communicates vacation schedule of all employees to ensure adequate office coverage.
- Responsible for the weekday operation of the church office and supervises volunteers and other staff as assigned.

#### **General**

- Participates in staff meetings and monthly Financial Advisory Committee (FAC) meetings as requested.
- Supports ministers, staff, and ministry teams in the use of technology and obtaining an understanding of church financial data.
- Provides information requested regarding the use of the church facilities. Provides tours to visitors.
- Provides back-up administrative support as needed.

#### **Qualifications/Role Requirements**

- Exhibits extravagant hospitality; is a servant leader (e.g., takes initiative, collaborates with others, identifies gaps and works to address them, helps people to solve problems, anticipates what people need and helps them to get it, leads from behind).
- Can maintain discretion and confidentiality as the Finance Manager often works with highly confidential information.
- Firm understanding of general church and bookkeeping/accounting principles.
- Knowledge and accurate use of technology, including word processing, spreadsheets, accounting software, QuickBooks, communication software (e.g., email, website, social media), membership software (CCB), computer storage/content sharing software (e.g., hard drives, Google documents, CCB), internet connections and routers, telephone systems, A/V systems, copiers, and printers.
- Strong math ability.
- Willing and able to teach the use of technology and share skills.
- Strong verbal and written communication and interpersonal skills.
- Practices confidentiality and privacy.
- Is able to prioritize and multi-task, using good time management skills in a fast-paced, changing environment.
- Has the ability to manage others, work independently, and as an effective team member.
- Must have the ability to work with diverse personalities and interests.
- Supervisory and management skills.

## **ADMINISTRATOR/COMMUNICATIONS MANAGER**

The Administrator/Communications Manager (CM) provides overall administrative support and leads the design, creation, editing, publication and delivery of effective communications including newsletters, brochures, bulletins, websites, social media, the annual report, church directory and handbooks as well as external media communications such as Press Releases and event notices. The CM ensures that we use local means (Glastonbury Citizen, So.G bulletin board, etc.) to reach out to our immediate community to expand awareness of the church, its mission, its events, and our welcome.

The CM must be committed to the church and its ministry. The CM's goal is to provide accurate, compelling, and consistent communications to those within the church as well as to those in the communities that we serve.

The CM is a person who feels "called" to this opportunity to serve the church. The CM understands how the modern world communicates, and is able to use technology and social media to communicate our identity, mission and message to the community. The CM understands and supports the mission of South Church and works creatively to broadcast that mission statement. The CM delights in problem solving – opening rather than closing doors; and loves to say, "Let's see if we can make that happen".

Responsibilities include but are not limited to the following:

### **Primary Function**

- 1) The Communications Manager works <xx> hours per week (fewer hours in the summer), reports directly to the Associate Minister and is able to present a professional, calm and welcoming presence while correctly and consistently responding to inquiries from members, guests, or visitors, regarding information about the church, its mission, and activities.
- 2) Provides administrative support to the Senior Minister/Associate Minister, staff and ministry teams, as assigned.
- 3) Works with staff and other ministry teams to effectively and consistently communicate information about the church, its mission, and activities, to appropriate target audiences across multiple communication channels.
- 4) Identifies and captures the compelling personal stories within the church community and broadly communicates these stories in an effort to increase interest, increase engagement and educate others about South Church's mission.
- 5) Maintains discretion and confidentiality.

### **Administrative**

- When volunteers aren't available, acts as the receptionist, answering telephones and greeting walk-ins in a friendly and courteous manner.
- Updates outgoing phone messages ensuring that they are accurate and current.
- Reviews emails from church main mailbox and processes inquiries in a competent, accurate, timely and pleasant manner.
- Takes initiative to ensure awareness and knowledge of ministers' daily/weekly schedules and church events/activities.
- Is familiar with and updates resource lists for Funeral Homes, Flower Shops, Calligraphers, Print Shops, etc.
- Supports Ministers, staff, and ministry teams in the use of technology and obtaining an understanding and utilization of church data.
- Generates reminders and reports from church management software, as requested.
- Works with Church Clerk and Deacons to obtain and then record all membership changes, including death, marriage, transfers, baptisms, confirmands and new members
- Handles clerical and administrative support duties, as assigned.
- Provides information requested regarding the use of the church facilities. Provides tours to visitors.
- Communicates with, but does not supervise, the Sexton, regarding the buildings' usage.
- Retrieves and distributes church mail.

- Responsible for weekly bulletin preparation.
- Provides support for baptisms, funerals and weddings including preparing bulletins and records for documentation, helping secure musicians for funerals and weddings as requested.
- Enlists and communicates with volunteers/community service for special projects and ongoing church work (e.g., straightening pews, bulletin folding, special mailings, answering phones, etc.).
- Operates and maintains office equipment and orders office supplies, as needed.
- Maintains and updates church calendar.
- Participates in staff meetings.

### **Facilities/Property Management**

- Manages the online facilities calendar.
- With the appropriate Ministry Teams (e.g., Trustees, Church Council), develops and administers policies and procedures concerning the use of all church properties and facilities.
- Assists with the management of the building keys, security and access of the facilities.
- Maintains an inventory and purchasing record of the church property and equipment.
- Responsible for property rental scheduling, ensuring proper contracts and insurance are in place, and that rental payments are collected in a timely fashion.

### **Communication**

- Has a passion to develop and implement effective communication strategies that are consistent with South Church's mission and the communities that we serve.
- Understands contemporary culture and trends, and uses that knowledge to develop appropriate communications.
- Is in tune with social media and effectively uses it for communications.
- Improves and manages the website and its content and branding.
- Guides and supports the ministers and ministry teams to develop effective communications for their ministries.
- Develops and creates internal and external creative and informational content.
- Maintains bulletin boards and information centers ensuring easily accessible, readable communications.
- Supports ministers, staff, and ministry teams in the use of technology and obtaining an understanding and utilization of church data.
- Actively promotes, advertises and markets the rental use of our facilities.

### **General**

- Participates in staff meetings.
- Supports Ministers, staff, and ministry teams in the use of technology and obtaining an understanding of church data.
- Is actively aware of church events, activities, and ministry team happenings in order to effectively and proactively communicate and connect others.
- Supports other staff as needed with rental management/coordination.

### **Qualifications/Role Requirements**

- Exhibits extravagant hospitality; is a servant leader (e.g., takes initiative, collaborates with others, identifies gaps and works to address them, helps people to solve problems, anticipates what people need and helps them to get it, leads from behind).
- Experience in developing and implementing effective communication strategies.
- Knowledge and accurate use of technology, including word processing, spreadsheets, communication software (e.g., email, website, social media), publishing software, website management software, social media platforms, church management software (CCB), telephone systems, A/V systems, printers, and copiers.
- Graphic design skills are strongly desired including a willingness to develop other skills as needed.
- Understands contemporary culture and trends and has the ability to use that knowledge to develop appropriate communications.
- Willing and able to teach the use of technology and share skills.

- Excellent verbal and written communication and interpersonal and skills.
- Team building skills.
- Creative thinking and problem solving.
- Practices confidentiality and privacy.
- Is able to prioritize and multi-task, using good time management skills in a changing environment.
- Has the ability to manage others, work independently, and as an effective team member.
- Must have the ability to work with diverse personalities and interests.