

VOLUNTEER MINISTRY JOB DESCRIPTION ENVELOPE SECRETARY

Nature of the Position

To maintain the parish envelope and collection accounting system for the parish.

Outline of Responsibilities

ordering and undertaking or supervising the distribution of church envelopes
ordering and supervising the distribution of special collection folders (e.g. Advent and Lent)
preparing or supervising the preparation and distribution of quarterly and annual statements for envelope subscribers
maintaining an electronic system of accounting for and recording loose and envelope collections
preparing regular reports for the Corporation
sits as a member of the Finance Committee

Skills & Experience

attention to detail
integrity
familiarity with Church Administration System (Clavis), Microsoft Excel or similar spreadsheet

Boundaries and Limitations

upholds the Risk Management Policy
accepts the guidance and supervision of the Corporation
accepts the confidential nature of the position

Support, Supervision & Training

appointed by the Corporation
is accountable to the Corporation

Participation Group

Parish Administrator and collection counters
Corporation
Finance Committee

Screening Category

Mid-Risk

Length of Term

Yearly, renewable at discretion of Corporation

Benefits to the Volunteer

a sense of service to God and Church