

JOB DESCRIPTIONS
RESOURCE COMMISSION

RESOURCE COMMISSION

Revised 2015

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**RESOURCE COMMISSION
RESOURCE COMMISSION DIRECTOR**

I. Function

The function of the Resource Commission is to oversee the financial and property resources of the church.

II. Organizational Relationships

A. Membership

1. Members of the Resource Commission are the following:

- a. Commission Director
- b. Church Secretary
- c. Stewardship Committee
- d. Church Treasurer
- e. Assistant Church Treasurer
- f. Board of Trustees
- g. Janitor
- h. Housekeeper
- i. Cemetery Sexton
- j. Everence Advocate

2. Members serve the length of their position's term.

B. Commission Director

1. Appointed by the Gifts Discernment Committee for a term of two years
2. Chair the Stewardship Committee
3. Member of Church Council
4. Member of Oak Grove

III. Responsibilities

Director

- A. Represent the Commission on the Church Council
- B. Chair Stewardship Committee meetings
- C. Present a monthly report to the Church Council
- D. Develop the Commission budget with the Stewardship Committee
- E. Prepare a report to the annual business meeting
- F. Review job descriptions with commission members, and present revision requests to Church Council
- G. Approve payment vouchers from commission members and give to church treasurer for Payment
- H. Verify that all funds and investments are handled properly.

IV. Authority

- A. Carry out the above responsibilities.
- B. Give suggestions and/or direction to all commission areas.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Commitment to the importance of finances and property of the congregation.

1994 - First printed job description
Revised 2000, 2002, 2006, 2008, 2013

ADMINISTRATIVE ASSISTANT

I. Job Function

The function of the administrative assistant is to help coordinate all aspects of the church, including, but not limited to, the worship services, youth activities, and the use of the church facilities and equipment. This person will assist the pastoral staff and ministry leaders in planning, coordinating, and implementing ministry events as well as prepare and distribute communication within the congregation and with the community.

II. Organizational Relationships

- A. The Administrative Assistant is hired by the Stewardship Committee upon the recommendation of the Church Council.
- B. A Memo of Understanding will be issued by the Stewardship Committee based on training and experience. The initial term will be probationary for one year with an evaluation within 6-9 months followed by an annual review. Thereafter, terms may be 1-3 years.
- C. Reviews will be conducted by the Lead Pastor and a member from council. A report will be given to the church council.
- D. It is anticipated that this position will be a minimum of 20 hours per week with the potential for more as the position grows to meet congregational needs. The hourly pay will be commensurate with education and experience.
- E. This person is responsible to the Lead Pastor and the Church Council.

III. Responsibilities

- A. Coordinate the church office and office staff
- B. In coordination with the pastor(s), ensure that the church office is staffed on a regular basis and that those hours are communicated to the congregation and the community
- C. With the Trustee Chair, coordinate the use of church facilities with ministry groups, members and community
- D. Oversee the church calendar and communicate such with the congregation
- E. Provide support using modern technology. Examples include but are not limited to:
 - Maintaining and updating the church web-site
 - Helping to Create PowerPoint for sermons
 - Downloading words to songs into the computer when needed
 - Coordinating and overseeing data bases for the different ministries
 - Promoting and maintaining the use of current social media sites such as facebook, blogs, etc.
- F. Prepare and edit the church bulletin and other church documents as requested
- G. Administer computer network (with assistance from professional volunteers)
- H. Attend church council and congregational business meetings to help coordinate the different church activities
- I. Coordinate appropriate communication within the congregation and to the community
- J. Assist pastoral staff in preparing for worship services and special events (i.e. weddings, funerals).
- K. Ensure that the entire building is checked on a daily basis for any possible safety and maintenance concerns.
- L. Perform additional duties as requested by pastoral staff and ministry leaders as needed.
- M. Manage requests for assistance for West Liberty Cares Emergency Fund, forward the requests to the local pastors overseeing the fund, and coordinate with community agencies.

IV. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Demonstrate giftedness in administration (1 Corinthians 12:28)
- C. Exhibit strong interpersonal skills (welcoming, cheerful, friendly, patient, flexible)
- D. Demonstrate good communication skills (verbal as well as written)
- E. Is well organized and a self-motivated team member
- F. Maintains confidentiality
- G. Is open to the vision where God may be leading Oak Grove in the future
- H. Preferably is an active participant in the Oak Grove congregation
- I. Proficient in the use of Microsoft Word, PowerPoint and Excel software programs

New 10/08/2009

Revised 4/2010, 2013

CHURCH SECRETARY

I. Job Function

The function of the Church Secretary is to perform secretarial services for the pastors and congregation.

II. Organizational Relationships

- A. Hired by the Stewardship Committee upon recommendation of the pastors for a one-year probationary term. After the probationary period, the term of employment may be for three years.
- B. An evaluation will occur after the first nine months, followed by an annual review.
- C. A Memo of Understanding is issued by the Stewardship Committee.

III. Responsibilities

- A. Serve as the pastors' secretary
- B. Organize, type and print church bulletins in consultation with the pastor and/or worship leader
- C. Type and make copies of materials as needed by other departments or for other activities
- D. Place literature/church material in the mailboxes
- E. Keep names on mailboxes current
- F. Type, copy and place Oak Leaves Newsletter in mailboxes
- G. Order church periodicals as appropriate
- H. Order office supplies as needed
- I. File church bulletins, newsletter and all Church Council and congregational business meeting minutes
- J. Maintain church mailing list and telephone lists
- K. Type, copy and collate reports for church business meetings
- L. Maintain church calendar
- M. Inform Trustee Chair of facility and equipment requests
- N. Send bulletins to the Goshen Archives at the end of the year
- O. Order Christian education (Sunday school, etc.) materials as requested
- P. Order offering envelopes and place in pews

IV. Authority

- A. Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Computer literate with secretarial skills
- C. Willingness to work with the pastor and others in the congregation

1986 - First printed job description

Revised - 1994, 1998, 2000, 2002, 2008, 2013

STEWARDSHIP COMMITTEE

I. Job Function

The function of the Stewardship Committee is to be responsible for all financial policies of the church including setting up the church budget. It also prioritizes various financial needs which come to its attention.

II. Organizational Relationships

A. Membership

The committee consists of the following persons by virtue of office:

1. Commission Director
2. An Elder
3. Church Treasurer and Assistant Treasurer
4. Trustee Chair
5. Christian Education Commission Director
6. Worship Commission Director
7. Outreach and Service Commission Director
8. Nurture and Fellowship Commission Director

B. Responsible to the Resource Commission Director

III. Responsibilities

A. Director

1. Prepare agenda for committee meetings
2. Oversee and coordinate all programs and plans of the committee
3. Keep congregation informed about Stewardship activities
4. Submit an annual budget to Church Council
5. Submit a report to the annual business meeting
6. Supervise the Church Treasurer and Assistant Treasurer

B. Committee

1. Responsible for all financial policies and funds
2. Administer Share and Care Fund
3. Establish church budget for congregational approval
 - a. Receive budget requests from commission directors
 - b. Set salaries and issue Memos of Understanding for all paid positions
 - c. Set fees for the purchase of cemetery lots, opening and closing graves, sexton's remuneration and the amount going to the church
4. Serve as consultant to commission directors for budget items
5. Serve as consultant for financial needs within the congregation
6. Establish honorarium schedules and update these periodically
7. Inform the congregation of the financial needs of the congregation, the Ohio Conference, Mennonite Mission Network and other church agencies
8. Inform congregation of responses from our various mission activities
9. Coordinate special offerings suggested by commission directors
10. In consultation with the Church Council, hire the Church treasurers
11. Establish special projects in addition to the budget
12. Clear large expenditures through the Church Council and/or the congregation
13. Submit payment vouchers to the Commission Director

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Commitment to the importance of finances and property of the congregation

First printed description - 1994

Revised 1994, 2000, 2007, 2008, 2013

**CHURCH TREASURER
ASSISTANT TREASURER**

I. Job Function

The function of the Church Treasurer(s) is to handle all financial transactions of the Oak Grove Mennonite Church, Inc.

II. Organizational Relationships

- A. Selected and hired by the Stewardship Committee with approval of the Church Council for a term of five years
- B. Responsible to the Stewardship Committee and Resource Commission Director
- C. Treasurer is a member of the Stewardship Committee and Church Council.
- D. Assistant Treasurer is a member of the Stewardship Committee.

III. Responsibilities

A. Assistant Treasurer

1. Collect money from designated areas on Sunday morning and after special programs.
2. Count money with another person (see policy), and deposit in the bank as soon as possible.
3. Report the weekly offering totals to the treasurer, church secretary and the Stewardship Chair by email
4. Keep accounts posted weekly
5. Keep accurate record of members' numbers and giving and issue receipts each year as directed
6. Deposit funds from sale of cemetery lots and record as Cemetery Endowment Fund
7. Send names of cemetery lot purchasers to the treasurer and notify sexton of payment.

B. Treasurer

1. Assist in the collection of offerings and immediately deliver to the assistant treasurer
2. Open and close church related bank, investment and credit card accounts as directed by the Stewardship Committee
3. Pay all bills and budget items in a timely manner
4. Reconcile bank, investment and credit card statements upon receipt or upon online availability
5. Keep accurate records of special fund transactions and balances (Share and Care, Sunday school class funds, memorial gifts, etc.)
6. Keep names of cemetery lot purchasers
7. Prepare financial statements for Stewardship Committee meetings
8. Give periodic reports to the Church Council
9. Process and pay employee salaries and wages, retirement, hospitalization, Worker's Compensation, insurances, etc.
10. Process new employee forms, submit new hire and enrollment forms to the appropriate agencies. Set up new employee information in software for payroll processing
11. Process and pay payroll taxes and withholdings and submit reports to the appropriate agency to meet required deadlines
12. Make routine decisions on monthly and regular bills. Obtain approval for other expenditures through the appropriate Commission Chairs, Stewardship Committee, Stewardship Chair, or Church Council.
13. Consult the Stewardship Chair and/or the Stewardship Committee when financial questions arise
14. Answer questions from pastors, commission chairs, youth sponsors and other church members on fund balances. Process checks as requested.
15. Assist in preparation of the annual budget
16. Have church records audited annually prior to the annual business meeting

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Members of Oak Grove
- C. Training or experience in accounting and records procedures
- D. Demonstrate ability to maintain confidentiality and personal integrity
- E. Interact graciously and tactfully with others

1986 – First printed job description

Revised 1994, 1998, 2000, 2002, 2006, 2007, 2008, 2013, 2015

**BOARD OF TRUSTEES
TRUSTEE CHAIR**

I. Job Function

The function of the Board of Trustees is to be responsible for all church property, operation and maintenance, and to oversee the care of Oak Grove cemetery.

II. Organizational Relationships

A. Trustee Chair

1. Legal representative for the Oak Grove Mennonite Church, Inc.
2. Appointed by the Gifts Discernment Committee for a term of three years
3. Member of the Board of Trustees
4. Serves on Church Council and Stewardship Committee
5. Responsible to Resource Commission Director
6. Member of Oak Grove Mennonite Church

B. Board of Trustees

1. Three persons are appointed to the Board of Trustees by the Gifts Discernment Committee for a term of 3 years, one appointed each year.
2. Responsible to the Trustee Chair and Resource Commission Director

III. Responsibilities

A. Trustee Chair

1. Sign documents pertaining to any legal action taken by the Oak Grove Mennonite Church, Inc.
2. Supervise janitor, housekeeper, cemetery sexton and the person who mows the lawn
3. Supervise all repairs and maintenance
4. Approve use of the building and equipment in consultation with church office
5. Consult Church Council and/or Stewardship if there are questions about a group using the facilities
6. Contract for fire, storm, and liability insurance in consultation with Board of Trustees
7. Submit payment vouchers to Resource Commission Director

B. Board of Trustees

1. Assist Trustee Chair with operation and maintenance of all church property and equipment
2. Recommend persons to Stewardship Committee for positions of janitor, housekeeper, cemetery sexton and lawn mowing
3. Serve as overseers for Oak Grove Cemetery and be responsible for cemetery maintenance
4. See that parking lots are clear of ice and snow
5. Establish and implement emergency and safety procedures
 - a. Check exit signs monthly
 - b. Check fire extinguishers monthly
 - c. Keep exit doors in working order
 - d. Post emergency escape routes
 - e. Check yearly to be certain fire suppression systems are working properly
6. Submit payment vouchers to Trustee Chair
7. Consult Stewardship Committee for expenditures not included in budget

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Mennonite Church USA and Oak Grove Mennonite Church with an awareness of Anabaptist heritage
- B. Member of Oak Grove (Trustee Chair)
- C. Expertise in maintenance work.
- D. Interest in keeping the property in good condition.

1986 - First printed job description

Revised 1994, 1998, 2000, 2008, 2010, 2013

JANITOR

I. Job Function

The function of the janitor is to have the church building ready for all regular and special meetings, excluding committee meetings, and to make sure the buildings are in order and secured after services.

II. Organizational Responsibilities

- A. Hired by the Stewardship Committee upon recommendation of the trustees for a one-year probationary term. After the probationary period, the term of employment may be for three years.
- B. An evaluation will occur after the first nine months, followed by an annual review.
- C. A Memo of Understanding is issued by the Stewardship Committee.
- D. Responsible to the Trustee Chair.

III. Responsibilities

- A. Prepare the church for use and close it afterward.
 - 1. Heating
 - 2. Air conditioning
 - 3. Lights on and off where needed.
 - 4. Restrooms checked.
- B. Sweep sidewalks, steps and carport as needed.
- C. Remove snow and ice from sidewalks and steps.
- D. Along with housekeeper, do other cleaning tasks as required to keep the buildings and grounds free of trash.
- E. Maintenance
 - 1. Purchase and change light bulbs as needed.
 - 2. Make sure all parts of the buildings are in working order.
 - 3. Make other minor repairs as skill and time allow.
 - 4. Report maintenance needs to Trustee Chair.
- F. Check emergency equipment as delegated by the trustees.
- G. Submit payment vouchers to the Commission Director.

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Capability to physically perform the necessary duties outlined above.
- C. Ability to relate to people in a positive manner.
- D. Ability to work without direct supervision.
- E. Willingness to make trips to the church each week as needed.
- F. Knowledge of and/or interest in learning care of buildings and equipment.

1986 - First printed job description

Revised 1994, 1998, 2000, 2002, 2007, 2008, 2013

HOUSEKEEPER

- I. Function
The function of the housekeeper is to clean the church building every week.
- II. Organizational Relationships
 - A. Hired by the Stewardship Committee upon recommendations of the trustees for a probationary period of one year. After the probationary period, the term of employment may be for three years.
 - B. An evaluation will occur at the end of the first nine months, followed by an annual review.
 - C. A Memo of Understanding is issued by the Stewardship Committee.
 - D. Supervised by the Trustee Chair
- III. Responsibilities
 - A. Sweep carpeted floors and stairs.
 - B. Dry and wet mop other floors and stairs.
 - C. Clean restrooms and nursery
 - D. Empty trash cans and put out for garbage pick-up. Wash out trash cans as needed.
 - E. Dust window sills, shelves and other places where dust collects.
 - F. Clean doors and windows.
 - G. Along with janitor, do other cleaning tasks as required to keep the building free of trash.
 - H. Keep cleaning supplies available.
 - I. Consult with Trustee Chair when new equipment and major repairs are needed.
 - J. Ask for volunteers to help with major cleaning.
 - K. Purchase cleaning supplies.
 - L. Submit payment vouchers for purchase of supplies to Commission Director.
 - M. (see attached list of additional cleaning instructions)
- IV. Authority
Carry out above responsibilities.
- V. Qualifications
 - A. Capability to physically perform the necessary duties outlined above.
 - B. Ability to relate to people in a positive manner.
 - C. Ability to work without direct supervision.
 - D. Willingness to make trips to the church each week as needed.
 - F. Knowledge of and/or interest in learning proper use of cleaning equipment and supplies.

1986 - First printed job description
Revised 1994, 1998, 2000, 2007, 2008, 2013

CLEANING INSTRUCTIONS

Trash pick-up is early **Wednesday morning**. All trash should be placed inside the front entrance closest to the road by then. The administrative assistant puts the trash outside on Tuesday.

WEEKLY CLEANING:

Sanctuary:

- Straighten chairs in front two rows
- Vacuum all carpet surfaces, even between and under pews, in the sound booth and on the stage.
- Dust piano, organ, window sills, and other wood surfaces (do not use spray wax on piano and organ benches)
-sound system items (microphones, etc.) are supposed to be taken care of by those in charge of sound system
- Vacuum pews as needed

Nurseries:

- Clean bathroom, mopping floor and scrubbing toilet
- Vacuum carpets
- Empty wastebaskets
- Clean counters, mirrors and sinks
- General clean-up (toys, books, blankets on cribs, etc.)
*leave bathroom doors both open due to heat accumulation if they are closed

Narthex:

- Vacuum
- Straighten tables, chairs, etc.
- Wash all glass surfaces on doors
- Empty wastebasket
- Straighten coat hangers

Entryways:

- wet mop flooring as needed

Library:

- dust shelves
- vacuum carpet
- empty wastebasket
- clean table and chairs as need
- clean library table as needed

Drinking Fountains:

- Wipe off with window cleaner or with water spot remover (monthly)

Restrooms:

- empty wastebaskets
- clean mirrors, counters, sinks
- clean toilets and urinals
- wet mop floor (especially around urinals)
- replace toilet paper as needed

- refill paper towels as needed (key is on nail inside first cabinet door under counter in both restrooms)
- replace soap as needed (supplies are in cleaning closet)

Offices:

- empty wastebaskets
- light dusting
- vacuum

Stairs/Elevator Areas:

- vacuum

All Classrooms:

- Empty wastebaskets
- vacuum floors
- clean windows in doors, windowsills
- Wipe off tables with wet cloth as needed
- Classrooms should have a paper behind the door telling what pieces of furniture belong in the rooms
- Clean chalk trays as needed/erase blackboards/wash as needed

Kitchen:

- Wet mop floor
- Wipe off counters, sinks (dishes are to be taken care of by those using the kitchen)
- Empty trash cans
- Check microwave and wipe out as needed

Fellowship Hall:

- Vacuum (large double vacuum is in janitor's closet by kitchen)
- Place chairs in areas for Sunday school

MYF Room:

- Vacuum floor
- Empty wastebasket

- Supplies can be purchased from Thoman's IGA. Receipts should be submitted to the church treasurer.
- About every two or three weeks, put either Clorox or pine cleaner into drain in basement men's restroom to eliminate odors.
- Once a month, or as needed, check walls for marks and clean.
- Spring/Fall – Sometimes dead flies need to be removed from overhead light panels, lights in nurseries, offices, restrooms, library and hallways need checking every month or so especially in summer and fall.
- Little windows on doors should be cleaned as needed.
- Baseboards should be dusted once a month or as needed.
- Check for mice and set traps as needed.
- Registers should be cleaned out periodically

Revised 2013

CEMETERY SEXTON

I. Job Function

The function of the cemetery sexton is to maintain the graves and to keep records of graves and lots.

II. Organizational Relationships

- A. Hired by the Stewardship Committee upon recommendation of the trustees for a term of three years. After the probationary term, the term of employment may be for three years.
- B. A Memo of Understanding is issued by the Stewardship Committee.
- C. Responsible to the Trustee Chair
- D. Reimbursement for the services of the cemetery sexton is made by the church treasurer. Fees are set by the Stewardship Committee in consultation with the sexton.

III. Responsibilities

- A. Sell cemetery lots
- B. Receive payment for lots and give to the church treasurer along with name of purchaser
- C. Give deed to the purchaser of lots
- D. Keep records of graves and lots
- E. Make arrangements for opening and closing graves
- F. Make sure that graves are maintained
- G. Submit payment vouchers to Commission Director.
- H. Submit a report for the annual business meeting to the Resource Commission Director.

IV. Authority

Carry out above responsibilities.

V. Qualifications

- A. Ability to keep records
- B. Availability on short notice

1986 - First printed job description

Revised - 1994, 2000, 2008, 2013

EVERENCE ADVOCATE

- I. Job Function
The function of the Everence Advocate is to strengthen the church by linking local needs with Everence programs and services.
- II. Organizational Relationships
 - A. Appointed by the Gifts Discernment Committee in consultation with the Everence area adviser for a term of five years.
 - B. Responsible to the Everence area adviser and to the Church Council of Oak Grove.
 - C. Works closely with the Everence Counselor or Everence Member Services.
 - D. Regular reviews of advocates and their activities will be conducted by an Everence area adviser in consultation with the Church Council of Oak Grove.
- III. Responsibilities
 - A. Listen for mutual aid needs in the congregation and community where Everence might provide assistance.
 - B. Help the congregation to access Everence's fraternal benefit programs including Community Service grants, Sharing Fund grants, educational programs and other available services.
 - C. Refer people in the congregation with insurance and other financial services needs to Everence (to an Everence counselor, Mennonite Foundation representative, Everence Member Services, etc.).
 - D. Report information about local Sharing Fund matching grant projects, Community Service grants, Everence educational seminars, etc.
 - E. Report current information and developments about Everence programs and services.
 - F. Report to Everence the congregational mutual aid activities and other reports as needed to help Everence maintain its "fraternal benefit association" status.
 - G. Report to Everence information about members which helps Everence to better serve our congregation.
- IV. Authority
Carry out the above responsibilities.
- V. Qualifications
 - A. A commitment to Christ, Mennonite Church USA and Oak Grove Mennonite Church with an awareness of Anabaptist heritage
 - B. Positive attitude about Everence's mission, programs and products.
 - C. Participation in Everence through policy ownership or involvement in some other aspect of Everence's programs.
 - D. Willingness to stay informed about Everence's programs and products and attend regular training and informational events.
 - E. Willingness to be an advocate for the needs of others, and to be proactive and visible in the congregation on Everence's behalf.
 - F. Willingness to volunteer several hours a month to carry out the Everence advocate responsibilities.
 - G. A member of Oak Grove.

Note: This job description is taken from the role description for the Everence Advocate established by Everence.

1995- First printed job description for Oak Grove
Revised - 1998, 2000, 2008, 2013

Everence Advocate
Ministry Role Description
(taken from a document provided by Everence)

Role Overview

Everence advocates strengthen the stewardship ministry of your church by helping to integrate faith and stewardship principles with the needs of your congregation and its members.

Ministry activities

1. Assist the congregation in using Everence stewardship educational resources and events.
2. Stay informed through Everence's advocate training activities.
3. Help others connect to Everence's service.
4. Share information about Everence with the congregation.
5. Report activity by completing quarterly reports.

For additional information about ministry activities of an advocate, contact your Everence local office.

Qualifications of an Advocate

1. Desire to help meet stewardship needs in the congregation.
2. Work well with church leadership and the church's caring network.
3. Support Everence's stewardship mission to help members integrate their faith with financial decisions.
4. Be willing to volunteer one or two hours per month.
5. Be willing to serve two or three years.

Selection/Appointment Process*

1. Advocates are selected by church leaders or a congregational process.
2. Church leaders may consult with their Everence church relations representative about the advocate roll or appointment process.

Advocate Support

Your Everence church relations representative provides orientation and ongoing support to your advocate in this ministry role.

*Active insurance agents, financial advisors/planners, Everence representatives, and their spouses are ineligible to serve as Everence advocates.