

ECC Office Admin Duties

This is intended to give you the “flavor” of the position. It is not necessarily comprehensive.

MONDAYS MORNINGS

1. Do any prep for the 1:30 pm Weekly Staff Meeting at 1:30
2. Check Sunday morning data sheet which has been placed in The Treasurer’s folder by the money counters. In the past, that information was published in bulletin – now, I just like to be mentally aware of designated giving and general fund giving – sometimes it will be useful to communications regarding missions or ministries, etc
3. See if prayer requests or connection cards have been turned in
 - a. Enter paper requests into the appropriate Breeze form. This will get the request automatically emailed to the staff, elders, and the leader of the prayer team. This also creates a permanent record that can be easily accessed by those with that permission. Then file the card in bottom drawer to right of desk near back
 - b. Take requests to Monday meeting prayer time and share
4. Look at what updates are needed on website
 - a. Add Events – which often means designing an event image on CANVA (size should be 1500 x 784 px
 - b. If there is a new sermon series, use the +
5. Go to Three Slides and start getting the needed slides loaded and deleting what isn’t needed.
 - a. This often involves crafting or resizing a slide on CANVA – size should be 1280 x 800 px We use a 16x10 aspect ratio as opposed to the usual 16x9
 - b. Do not try to load multiple Sundays because they will overwrite each other
6. 1:30 pm Attend staff meeting – planning, assigning duties, prayer

THROUGHOUT THE WEEK (after you get the “marching orders” during Monday mtg)

1. Pick up mail each day – it arrives about 2:45 pm
 - a. Since it comes late in the day, sometimes I pick it up the next morning
 - b. Distribute mail
 - i. Pastor’s mail goes on their desks
 - ii. Contribution checks go in envelope on top cabinet shelf in workroom – back corner, right hand side, above the adding machine
 - iii. Anything else money or business related goes into Treasurer’s folder – file drawer left of the desk seating area.
 - iv. For all other mail (such as “Missions”), there is a mailbox system in the closet across from Darin’s office
 - v. Anything youth related goes to Shaun. Many catalogs fit this category
 - vi. Anything pastorally related or with his name goes to Darin
 - vii. When CC statements arrive, be prepared to document the CC expenses paid w/Darin’s card. Group and total expenses by category and attach printed receipts.
 - viii. Junk Mail can be tossed/recycled
2. Get recorded announcements ready as early in the week as possible
 - c. Write a transcript of what will be said in announcements
 - d. Record announcements
 - e. Send Transcript, recording, and any associated images to Darin via email as soon as you can
3. Keep an eye out for Darin to email/share his Sermon Notes. Proofread those ASAP to send back to him so that he can make sure his sermon slides match. I don’t send them to him until I have done the following
 - f. Proofread
 - g. Determine suggested changes
 - h. Create and save a separate version with blanks (save under slightly different name) and replace underlined words with blanks – the sheets that will be given out for note-taking on Sunday morning. This activity will sometimes reveal change suggestions you may want to pass on to Darin. I make the top and bottom margins .3”, the left margin 1” and the right margin around 2.5” to allow room for note-taking (Darin usually sends his notes already formatted this way) I always remove Bold and Underline on the blanks and allow 2 spaces per letter plus three or four extra underlined spaces – adjusting as needed to make the number of lines satisfactory so that the fill-in part fits on the front of one page. Weekly reflections/assignments will go on the back side. You will probably need to change line spacing to allow enough vertical space for human handwriting – I like to use 1.15

- i. When satisfied you have looked the Sermon Notes over carefully, discuss any changes with Darin.
 - j. Send final version of sermon notes with all words, including the underlined words, to Darin
 - k. Print the final version with word blanks (50 – 60 copies) and hole punch them
 - l. Put sermon notes with blanks out on the two small tables near the sanctuary doors. 40 - 50 copies near the main doors, 10 copies by the door across from the nursery
 - m. Load notes with corresponding sermon on our website
 - r. Copy and format notes into the Tithely church app “Sermon Notes”. Add areas for people to jot down notes of their own. Then paste the url for those notes into the description area for the corresponding sermon on Tithely sites.
4. BULLETIN: Go on CANVA and edit bulletin for upcoming week – print 60 copies. Put those on a table near the front doors of the church so that Elvaree and the other Sunday morning greeters can find them.
 5. Bulletin Boards and Welcome Desk – keep those updated with latest signs and sign-ups. Plastic display stands for 8.5 x 11 inch flyers are in the upper cabinet above the Brother copier in main office.
 6. Trail Guide -- Use Breeze ChMS to design and send our email newsletter
 7. Prep any special events Darin has planned
 8. Keep Facebook Page updated.
 9. Order various supplies such as: Office Supplies, Communion Supplies, Hospitality Supplies, Custodial Supplies for the janitors (They will let you know what they need. For bigger items, get Darin’s approval)
 10. Print out receipts to attach to The Treasurer’s Credit Card tracking sheet. Label with appropriate expense category.
 11. Handle phone calls and voice mails. Keep Darin and Shaun updated on what has come in and how it is being handled.
 12. Schedule Communion Speakers and other volunteers
 13. Keep Breeze Calendar updated
 14. Keep website updated
 15. Let the Janitors know when there are special events