

# Administrative Ministries

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## Clerical Assistant

**Description of ministry:** Clerical Assistant helps with large mailings, copying, folding, stuffing and filing. The hours are flexible during the business day -- even two hours a week would be helpful or being available when called. St. John's office hours are Monday - Thursday 8:30 a.m. - to 4:30 p.m. Our bi-weekly Newsletter "The Monitor" goes out on Wednesday.

**Special skills or talents needed:** A willing heart. Volunteers are trained.

**Time commitment:** The hours are flexible during the business day -- even two hours a week would be helpful or being available when called.

**Length of commitment:** Flexible/As needed

**Contact person:** Ingrid Clark / 409-948-2466 / [secretary@stjohnsumctc.org](mailto:secretary@stjohnsumctc.org)

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## Receptionist

**Description of ministry:** Answer phones and directs calls for a half-day shift during St. John's office hours. May be asked to perform minor clerical tasks such as envelope stuffing, copying or filing. Substitutes are also welcome.

**Special skills or talents needed:** A willing heart and a cheerful voice. Volunteers are trained.

**Time commitment:** The hours are flexible during the business day -- even two hours a week would be helpful or being available when called.

**Length of commitment:** Wednesdays during a newsletter week, and every Thursday as needed

**Contact person/phone number/email:** Ingrid Clark / 409-948-2466 / secretary@stjohnsumctc.org

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## Sunday Morning Offering Administrator

**Description of ministry:** Assists with counting church offerings.

**Special skills or talents needed:** A willing heart, ability to use a calculator and a copy machine. Volunteers are trained.

**Time commitment/identify specific day or time if appropriate:** Commitment of once a month, Sunday immediately after church or Monday mornings from 9:00-9:30 a.m.

**Length of commitment:** One Year

**Contact person:** Ingrid Clark / 409-948-2466 / [secretary@stjohnsumctc.org](mailto:secretary@stjohnsumctc.org)

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## Sunday School Superintendent

**Description of ministry:** Persons interested in this ministry have a heart for detail. The Sunday school superintendent maintains the Sunday School record books, sets out the books in the classrooms each Sunday, collects them after classes begin and records the attendance numbers on a summary sheet. The summary sheet is returned to the church office.

**Special skills or talents needed:** None.

**Time commitment:** 30 minutes each Sunday morning during the Sunday school hour.

**Length of commitment:** One year.

**Contact person:** Ruelle Dickson/409-945-2246

## Volunteer Coordinator

**Description of ministry:** To organize and maintain information regarding volunteers and volunteer positions; to assist church members in matching volunteers to positions.

**Special skills or talents needed:** A willing heart. Volunteers are trained. Key Responsibility Areas are as follows:

1. Organize job descriptions

- maintain a list of current volunteer job descriptions within the church
- develop new volunteer job descriptions as needed
- identify needed tasks that are not currently included in any of the volunteer jobs and recommend action to the Ministry Committee

2. Maintain a database of volunteers and positions

- maintain a list of all volunteer positions within the church
- interview church members to determine their areas of current and future interest in volunteering, as well as specific skills and abilities
- provide information to potential volunteers regarding volunteer positions as requested
- interview new members and friends within two months to assess their volunteer interests
- forward information regarding new members' volunteer interests to appropriate committee chairs or other church leaders
- provide a list of potential interested volunteers to the Ministry Council and others as requested
- update each member's interest profile at least every two years

3. Serve as a volunteer resource

- serve as a resource to committee chairs, the Ministry Council, and others regarding recruiting, training and managing volunteers and updating job descriptions

Knowledge & Skills Required:

- organizational and interpersonal skills
- computer database or other data management skills
- ability to meet deadlines and respond to requests in a timely manner

**Time commitment:** The hours are flexible during the business day -- even two hours a week would be helpful or being available when called.

**Length of commitment:** One Year

**Contact person:** Ingrid Clark / 409-948-2466 / [secretary@stjohnsumctc.org](mailto:secretary@stjohnsumctc.org)