

JERSEY CHURCH

JOB DESCRIPTION

JOB TITLE

Database Coordinator / Church Clerk: Part-time Position

JOB SUMMARY

The primary purpose of this position is to assist the staff in working with the church database; maintaining membership as the church clerk; assisting with the Benevolence Ministry; approve activities/events on the church calendar, maintaining upcoming events on the church website; communication and tracking of people concerns within our congregation, etc.

MINIMUM JOB REQUIREMENTS

- Administrative / Organizational Skills
- Advanced Computer Skills
- Minimum Typing Speed of 55 words per minute
- Basic Office Skills
- Good Interpersonal Skills
- Resilient
- Member of Jersey Church
- Spiritual Gifts: helps, administration

REPORTS TO

Executive Director

DUTIES AND RESPONSIBILITIES

- Church Database:
 - Maintain accuracy of members, prospects and inactivated membership
 - Add, delete, transfer of people (processing new members after being coached or baptized, deletions due to deaths/TOL's etc,)
 - Update Demographic/Personal/Member Path information
 - Update individual notes/comments to individual records
 - Merge or add records for those who register for events or are added to the database through check-in or contributions.
 - Train new employees/or help others needing assistance, setting permissions in the database according to each job requirements.
 - Assist Lay Ministry Leadership in providing labels, lists, directories, etc.
 - Assist ministries in maintaining current individual background checks

- Church Clerk:
 - Process Baptism Certificates/letters, updating baptism # charts
 - Post additions/deletions to Chronological Membership Master list
 - Validate Chronological Membership Numbers with Planning Center Membership #'s
 - Organize & maintain storage of archive information
 - Process Annual Automated Church Letter
- Benevolence:
 - Communicate with those who call in or come in needing emergency assistance within our church family & community.
 - Review, evaluate and process financial requests according to church policy.
- Communications:
 - Proofread Weekly Listening Guide, email blasts and monthly InfoSheet – providing calendar information monthly.
 - Approve events and maintain accuracy of the Church Calendar according to Building Usage Policy
 - Create and maintain accuracy of the Featured Events section of our church Website in comparison to our Church Calendar
 - Maintain Jersey ENews Recipients in MailChimp
- Other:
 - Notify staff of any people/prayer concerns - Ordering flowers for funerals and individuals in the hospital, etc. according to the established Flower Policy.
 - Maintain monthly Google Drive Hospital/Nursing Facility visitation list for staff
 - Process weekly Connect Cards – guest letters/prayer requests
 - Process 1st time Giver Letters
 - Maintain accuracy of monthly Offering Envelopes mailing
 - Order and stock tracts and devotionals in the Main Lobby
 - Inventory & order supplies for the office and staff kitchen
 - Provide monthly reports to Treasurer for the Dashboard
- General:
 - Assist in answering phones, door
 - Assist in the rotation of weekly Café financial counting
 - Misc. as assigned by immediate Supervisor, Executive Staff or Senior Pastor

THEOLOGICAL EXPECTATIONS:

- Conservative theological views
- In complete agreement with Baptist Faith and Message
- Alignment with Jersey Baptist Church Vision, Mission Statement and Strategy
- Seeking to live a godly life consistent with the Ministry Staff Commitment