

STEWARDSHIP CLERK

The stewardship clerk will provide clerical assistance to the stewardship director and financial secretary/bookkeeper as needed for special projects or campaigns during the year and will oversee and assist offering counters.

Ministry Area/Department	Stewardship
Position	Stewardship clerk
Accountable To	Treasurer, financial secretary/bookkeeper or stewardship director
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational and math skills • Basic clerical skills • Detail oriented • Willingness to serve and assist others
Best Personality Traits	Honest • Dependable-analyst
Passion For	Good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week (more when planning special projects and campaigns)
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Assist with preparing and distributing offering envelopes.
2. Assist stewardship director in preparing for and implementing stewardship campaigns and ongoing stewardship programs.
3. Assist financial secretary/bookkeeper with clerical duties as needed during special projects or extra busy times of the year.
4. Assist and oversee offering counters and turn in offerings and offering totals to the treasurer or financial secretary/bookkeeper after each service where offerings are received.