



BOOKKEEPER / ADMINISTRATIVE ASSISTANT

Reports to: Pastor of Operations

Term: Part-time (5-15 hours/week depending on candidate's skills, ongoing position)

Location: Primarily working on site at the church. Partial work-at-home hours can be discussed.

Job Summary

You play a key role in Town + Field Church's mission of joining God in restoring all things by being responsible for accurate financial recording, responsible stewardship, and administrative excellence.

Key Job Functions and Responsibilities

1. Bookkeeping

- a. Updating and posting accounting journals, ledgers, and other financial records
- b. Prepare and process invoices, cheque disbursement, accounts payable, etc.
- c. Prepare, process, and reconcile Monthly Visa Reconciliations.
- d. Prepare monthly Bank Reconciliations and review accounts payable age listing
- e. Recordkeeping and maintenance of employee files.

2. Donor Management

- a. Processing, depositing, and entering weekly donations (pre-authorized debit, cash/cheque, credit) and other sources of income (eg. rent, program revenue)
- b. Updating new donor list by assigning donor #'s and new donor thank you cards
- c. Provide periodic donor giving analysis and previous year comparisons

3. Financial Reporting

- a. Provide the Pastor of Operations with customized internal reports as needed

4. Administrative Support

- a. General Office Administration
- b. Admin support for Pastors/Directors
- c. Church Database updates and tracking

Skills and Characteristics

1. Knowledge, Skills, and Abilities

- a. Competent experience with Quickbooks Online preferred
- b. Competent with Google Suite (Google Docs, Sheets) and Microsoft Excel
- c. Minimum typing speed of 50 wpm

2. Personal Characteristics

- a. Highly teachable
- b. Skilled with numbers, attentive to details, and organized.
- c. Able to problem solve, learn quickly, take initiative, and multi-task under pressure.
- d. High level of integrity and reliability
- e. Willing to continually adapt processes
- f. Discretion in handling sensitive financial information



Statement of Faith

The Evangelical Free Church of Canada is an association of autonomous churches united in a common commitment to God's evangel--the gospel of Jesus Christ, who died and rose again to give us eternal life. To God's glory, the gospel is the power of God for the salvation of everyone who believes. Our essential theological convictions are vitally connected to this gospel.

God's gospel originates in and expresses the wondrous perfections of the eternal, triune God.

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

God's gospel is authoritatively revealed in the Scriptures.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

God's gospel alone addresses our deepest need.

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

God's gospel is made known supremely in the Person of Jesus Christ.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

God's gospel is accomplished through the work of Christ.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

God's gospel is applied by the power of the Holy Spirit.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He



convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

God's gospel is now embodied in the new community called the church.

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

God's gospel compels us to Christ-like living and witness to the world.

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

God's gospel will be brought to fulfillment by the Lord Himself at the end of this age.

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ with His holy angels when He will bring His kingdom to fulfillment and exercise His role as Judge of all. This coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

God's gospel requires a response that has eternal consequences.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

I agree to execute this statement of faith;

Signature

Date



Lifestyle Agreement

Town + Field Church seeks to glorify God by making a maximum contribution toward helping to fulfil the Great Commission in Canada and around the world. Therefore, Town + Field Church expects its employees and volunteers to live a lifestyle that is above reproach ¹ and consistent with biblical standards. Therefore:

I commit myself to present the gospel of Jesus Christ and to minister to people through the direction and empowerment of the Holy Spirit.

I commit myself to obey Jesus' commandments to His disciples ² echoed by the Apostle Paul ³ to love and serve others. This includes respect for all people regardless of race, gender, status or stage of life. It precludes harming another person physically, emotionally or verbally, and instead means edifying others, showing compassion, demonstrating humility and patience, and considering the interests of others ahead of my own interests.

I commit myself to refrain from practices, which are biblically prohibited. Such practices include criminal violence ⁴, drunkenness ⁵, use of illegal drugs, abuse of prescription and legal drugs, profane language ⁶, abortion ⁷, involvement in the occult ⁸, premarital sex ⁹, living common law ¹⁰, adultery ¹¹, homosexual behaviour ¹² and dishonest practices such as cheating ¹³ and stealing ¹⁴.

I commit myself to maintain the highest ethical standards and honesty ¹⁵ in all ministry, business and personal dealings. I will avoid any real or apparent conflict of interest.

In light of my role as a spiritual leader, I commit myself to set an example for the believers in speech, in life, in love, in faith and in purity ¹⁶. Therefore, I will make lifestyle choices with a high level of consideration for those around me. ¹⁷ I will maintain discreet inoffensive behaviour in relationship to the opposite sex, and will abstain from the use of illegal drugs and cannabis (except for prescribed medical purposes). I will avoid the habitual use of tobacco and the abuse of alcohol and prescription drugs.

Print Name

Date

Signature

1) I Tim. 3:1-7 2) John 13:34,35 3) I Cor. 13; Phil 2:1-8; Col. 3:1-17 4) Ex. 20:13; Rom 13:8-10 5) I cor. 6:10; Gal. 5:21 6) Lev. 24:10-16; Col. 3:8 7) Ex. 21:22-23; Ps. 139:13-16 8) Dt. 18:9-14; Gal. f:19-20 9) Ex. 22:16; I Thess. 4:1-8 10) Heb. 13:4 11) Ex. 20:14-17; I Cor. 6:9-11 12) Lev. 18:22;20:12; I Cor. 6:9-11; Rom. 1:24-32 13) Lev. 6:2-7; I Thess. 4:6 14) Ex. 20:15; Eph. 4:28 15) Mt. 23:25-28; Phil. 2:14-16 16) I Tim. 4:12 17) Romans 14 18) I Cor. 6:12-20



Leadership Commitment

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader, I commit myself to God and to the leadership of Town + Field Church to strive to do the following:

1. Love Christ and put Him first in my life through consistent prayer and Bible study, seeking to live a life of moral purity and integrity that is beyond reproach, through the Holy Spirit's power.
2. Fulfill God's call by serving alongside our church leadership. I will be faithful to attend worship services and leadership training sessions, to practice regular tithing, and to be accountable to those in authority over me.
3. Wholeheartedly accept Town + Field Church's doctrinal statement. I will strive to achieve Town + Field Church's Biblical purpose and vision as I seek to live out Town + Field Church's core values (see below).
4. Strive in God's strength to live up to the Biblical qualifications for church leadership as found in Titus 1:5-9, 1 Timothy 3:1-7, and 1 Peter 5:1-4.
5. Pray regularly for the church and for those who serve with me.
6. Refrain from expressing negative attitudes through criticism and complaint about the church. Instead, I will be positive and encouraging, endeavoring to maintain the unity of the Spirit in the bond of peace while constructively improving ministry effectiveness.
7. Maintain an open and teachable attitude.
8. Be sensitive to avoid any practice that might become a stumbling block to others.
9. Endeavor to serve God wholeheartedly in this staff position.

Biblical Purpose Statement:

Town + Field Church exists to join God in the restoration of all things – in our lives and in our world.



Core Values:

Our philosophy of ministry is guided by seven core values to which we commit ourselves as a local church body.

- Dependency on God – We value God as our Creator and Sustainer. We are wholeheartedly dependent on Him for all that we are and do. Our dependency affirms that Jesus is at work in our world and we are committed to pray and to live out His purposes in surrender and obedience.
- Biblical Faithfulness – Culturally Relevant – We value the unchanging truth of God expressed in a relevant way because God’s Word is relevant to all. We understand that God has called us to a specific time, place and culture. We will communicate the timelessness of God’s word in such a way that there are no barriers to personal faith while allowing believers to grow in their relationship with the Lord.
- Authentic Relationships - We value individuals because we are all created in God’s image. Life transformation takes place through respectful, compassionate, accepting relationships, not just the imparting of information. Therefore everything we do in ministry is done from a relational grace-filled core, not just as a program.
- Reaching Out - We value ministry based on a vision of engaging people who do not know how much God loves them, introducing them to Him, and watching Him bring wholeness to their lives.
- Teamwork – We value working together in harmony and order with accountability because it is our deep conviction that by functioning interdependently we can have more of an impact for the Kingdom of God than if each of us functions independently.
- Equipping – We value the empowering and equipping of believers to serve to their full potential as God calls them by His Spirit. This means we recognize gift based ministry and leadership styles that facilitate and empower.
- Integrity – We value honesty, authenticity and humility because without it we cannot be people of integrity who are salt and light in our world.

I agree to execute and abide by this Leadership Commitment

Signature

Date