



# Aldersgate Church

Role: Office Professional  
Regular Hours: M,T,W,R,F 9am-3pm  
Total Weekly Hours: 30hrs - Regular Part-Time  
Date: January 1, 2022  
Reports To: Lead Pastor

## Summary:

This ministry position is responsible for leading the office, business, and social media systems of the church by implementing our core values and best practices to serve members and guests. This position reports directly to the Lead Pastor.

## Key Result Area #1 – Office Logistics

- Calendar and scheduling – Keep and maintain the organizational and facility schedule..
- Communications – Deploy effective messaging and communication strategies.

## Key Result Area #2 – Business Systems

- Financial Secretary - Maintain and communicate accurate donor records.
- Payment Processor - Receives, documents, submits bills with documentation to Financial Administration and mails payments..
- Insurances - Oversees an annual review of organizational insurances.

## Key Result Area #3 – Communication

- Website – Ensures updates and branding
- Eblast - Reviews digital communication.
- Social Media – Coordinates consistent branding across social media platforms.

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Team Member's Name

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Date

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Team Leader's Name

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Date