

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Administrative	Position	Donations Secretary
Nature of Ministry	As a member of the Administrative Team of the parish you will record all donations given to the parish, verify deposits, issue charitable donation receipts, and liaise with the rector and Parish Administrator .		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Update donation records based upon records provided by count team. 2. Provide charitable donation receipts on an annual basis and/or as needed. 3. Follow the procedures laid out for this ministry. 4. Maintain absolute confidentiality regarding personal information and givings. 		
A Person Well-Suited	<p>Will enjoy working in a task-oriented, structured environments.</p> <p>Will be a growing Christian who is generally familiar with the community and comfortable interacting with a number of people.</p> <p>Will care deeply for stability, growth and development of the faith community and its outreach into the wider community. Will be passionate about supporting the various ministries of the parish.</p> <p>Spiritual gifts that may apply to this ministry include: giving, administration, helps.</p>		
Time Commitment	Normally one or two hours on a weekly basis.	Length of Term	One-year term, renewable.
Participation Group	Working mainly with other count team and Parish Administrator. Some correspondence with donors.		
Support, Supervision and Training	Training, support and supervision normally given by Parish Administrator.		
Boundaries and Limitations	The Donations Secretary is bound by strict confidentiality reporting only to the rector in terms of donations given, and the Parish Administrator with respect to non-confidential matters. Confidentiality Policy of the parish and this ministry description.		
Benefits to Volunteer	The volunteer will enjoy the satisfaction of sharing expertise for the benefit of the community and a sense of accomplishment in a task well-done.		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Administrative Team. Mutual supervision and support. Supervision and support by the Parish Administrator and Corporation. Supports the Offering Count team.	Low
Setting	Normally working alone.	Medium
Nature of Relationship	Administrative.	Medium

Degree of Authority	Low authority with low perception of power.	Low
Physical Safety	Minimal physical risks.	Low
Financial	Dealing with confidential financial records and issuing receipts. No access to cash.	High
Privileged Information	Frequent possession of confidential or sensitive information.	High
Damaged Reputation	Low risk of accusation.	Low
Key-Holder	Yes. Including safe room and trained to open the safe.	High
Risk Level Assessed	Medium	

Screening Requirements	
<input checked="" type="checkbox"/> Training is required.	<input type="checkbox"/> Training is offered, but not required.
<input checked="" type="checkbox"/> Interview is required.	<input checked="" type="checkbox"/> References are required.
<input type="checkbox"/> Police Records Check (PRC) is required.	<input type="checkbox"/> PRC with vulnerable sector screening required.
<input checked="" type="checkbox"/> Signed statement regarding confidentiality required.	<input checked="" type="checkbox"/> Signed statement regarding ministry description required.
<input type="checkbox"/> Signed statement regarding policy on ministry with vulnerable persons required.	<input checked="" type="checkbox"/> Key-holder agreement required.

I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Signature

Date