

## **Ministry Description - Assistant Envelope Secretary**

*Amended by St. Stephen's Parish Council January 13, 2025*

### **Qualification, Knowledge, Attitudes**

A candidate for the position of Assistant Envelope Secretary must be able to maintain confidentiality; show good attention to detail; be self-directed in order to meet timelines; and have enough computer knowledge to learn new programs. Knowledge of bookkeeping is preferred.

The intention of appointing an Assistant Envelope Secretary is that person may be appointed as the Envelope Secretary if the Envelope Secretary ceases to be the Envelope Secretary.

### **Appointment**

The Incumbent and Church Wardens appoint the Assistant Envelope Secretary annually, and the term runs from an Annual Vestry Meeting to the following Annual Vestry Meeting.

### **Responsibilities**

The Assistant Envelope Secretary is accountable to the Church Wardens through the Envelope Secretary for the accounting of identified donations to St. Stephen's Anglican Church.

The Assistant Envelope Secretary will use St. Stephen's computer for keeping records.

### **Specific Duties**

The Assistant Envelope Secretary under the direction of the Envelope Secretary may:

#### **Weekly**

1. enter donations from the weekly Offering Report onto a donor's Record of Offerings;

#### **Monthly**

2. record the amounts from the Electronic Offering Program Monthly Donor Report onto the Record of Offerings;

#### **Quarterly**

3. ensure that the Incumbent and Wardens are made aware of donations that qualify for a plate for the Memorial and/or Friends Boards; and

#### **Memorial Donations**

4. send an acknowledgement of the donation to the family of the person in whose memory the donation was given within a month of the donation being received.

### **Supervision/Accountability**

The Assistant Envelope Secretary will work under the direction of the Envelope Secretary. If the Envelope Secretary is absent or unable to function as the Envelope Secretary, the Assistant Envelope Secretary will work under the direction of the Treasurer.

The appointment as the Assistant Envelope Secretary may be discontinued by the Incumbent and Church Wardens for not carrying out the responsibilities and duties of the Assistant Envelope Secretary.