

**KEY:****'C'** = I am Currently involved in this;**'F'** = I would like to be involved in this in the Future;**'S/T'** = I would need some Support/Training to be involved in this.**Week  
6****ADMIN & PROPERTY  
SERVING AREAS**

	<b>AREA</b>	<b>C</b>	<b>F</b>	<b>S/T</b>
	<i>Prayer 'Cheerleaders' – to pray for all below</i>			
	<i>Join Admin &amp; Property Team to grow this ministry</i>			
	<b>Office – open 9-12 weekdays</b>			
1	<i>Carry out general office duties – phone calls, mail, email, basic computer work, photocopying; interact with visitors to the office. Other duties as required by the minister</i>			
2	<i>Check and report copyright use; copy CD's of sermons</i>			
3	<i>Prepare and print weekly newsletter, email newsletter etc to people on distribution list</i>			
4	<i>Maintain database from data collection sheets</i>			
5	<i>Print contact books from database as required</i>			
6	<i>Create brochures/flyers; maintain noticeboards</i>			
7	<i>Edit the website; post on Facebook</i>			
8	<i>Issue Blue Card application forms; keep records</i>			
9	<i>Prepare and print orders of service for funerals, baptisms, and weddings under direction of the minister</i>			
10	<i>Order/purchase office and general supplies</i>			
	<b>Document Management</b>			
D1	<i>Attend to record keeping, filing, and archiving</i>			
	<b>Hire of Premises</b>			
H1	<i>Attend to bookings, licence agreements, insurance; liaise with Synod Property Office as required</i>			

	<b>Property</b>	<b>C</b>	<b>F</b>	<b>S/T</b>
<i>P1</i>	<i>Arrange routine repairs and maintenance</i>			
<i>P2</i>	<i>Arrange and monitor garden maintenance</i>			
<i>P3</i>	<i>Issue, monitor, and file incident reports and insurance claims</i>			
<i>P4</i>	<i>Deal with Workplace Health and Safety issues</i>			
<i>P5</i>	<i>Maintain security of the premises, including key register</i>			
<i>P6</i>	<i>Prepare and review maintenance &amp; refurbishment plan for whole church property, including the manse</i>			
	<b>Finance – Treasurer’s Role</b>			
<i>F1</i>	<i>Prepare annual budget</i>			
<i>F2</i>	<i>Prepare quarterly financial statements for church council</i>			
<i>F3</i>	<i>Prepare annual financial statements and arrange for audit</i>			
<i>F4</i>	<i>Complete annual financial return for Synod and Presbytery</i>			
<i>F5</i>	<i>Complete annual insurance return for Synod</i>			
<i>F6</i>	<i>Issue receipts for all monies received through the office</i>			
<i>F7</i>	<i>Prepare bank deposits for offerings and other sundry income; take bank deposits to bank</i>			
<i>F8</i>	<i>Attend to payment of suppliers’ invoices, etc; mail out cheques where required</i>			
<i>F9</i>	<i>Issue invoices for hall hire, etc and email out; follow up on unpaid invoices</i>			
<i>F10</i>	<i>Enter receipts and payments into MYOB</i>			

**This is the last of the 6 checklists. Add it to your folder and bring everything with you on STOCKTAKE RECONCILIATION SUNDAY, 18<sup>th</sup> August, 2019.**