

Job Description

Title	Church Organist
Purpose	To play the organ during the church service.
Term	One or two years, depending on local church officer election cycle.
Accountability	Music Coordinator or Church Board
Responsibilities	<ol style="list-style-type: none">1. Play organ between Sabbath School and the beginning of church.2. Play organ for the opening services.3. Play organ for special music as arranged.4. Contact someone else to play if unable to be present.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Able to play the organ.

Job Description

Title	Church Pianist
Purpose	To play the piano during the church service.
Term	One or two years, depending on local church officer election cycle.
Accountability	Music Coordinator or Church Board
Responsibilities	<ol style="list-style-type: none">1. To play between Sabbath School and the beginning of the worship service.2. Play piano for the opening services.3. Play for special music as arranged.4. Contact someone else to play if unable to be present.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Able to play the piano.

Job Description

Title	Church Treasurer
Purpose	To count, receipt and disperse church funds and maintain the records.
Term	One or two years, depending on local church officer election cycle.
Accountability	To the Church Board
Responsibilities	<ol style="list-style-type: none">1. Verifies the amount shown on each envelope and resolves any discrepancies.2. Deposits funds in the bank..3. Records contributions on members receipts.4. Balances receipts and bank deposits.5. Reconciles ledger with the bank deposits.6. Records the contributions and sends funds and reports to the Conference Treasurer.7. Prepares financial statements for the church board.8. Member of the Church board.9. Files all members' receipts and gives quarterly.10. Member of the Finance Committee.
Authority	To pay bills as directed by church board. Can only pay bills from cash in hand in the accounts.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and Family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Some knowledge of bookkeeping.6. Knowledge of accounts receivable7. Ability to balance ledger.
Support and Resources	<ol style="list-style-type: none">1. Annual Conference Church officers' meeting.2. <u>Church Manual</u>