



## POSITION AVAILABLE

## BOARD OF BISHOPS

### **Executive Assistant to the Board of Bishops** **Fulltime**

#### **JOB SUMMARY**

This position will serve as office manager and assistant to the Board of Bishops. This involves carrying out assignments related to the Board of Bishops, handling confidential correspondence and exercising a high degree of discretion and initiative. This position will work closely with superintendents, pastors, church personnel, international FMC leaders and leaders from other denominations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### General:

- Administration of the Board of Bishops office
  - Handle all incoming calls
  - Open and process all incoming mail
  - Process emails for Board of Bishops and inquiries for FMC
  - Process correspondence with file copies
  - Keep filing current
  - Purchase office supplies
  - Release official announcements from the Board of Bishops
  - Schedule appointments, coordinate meetings and events hosted by the Board of Bishops, provide hospitality
  - Approve monthly timecards on ADP
  - Process check requests and expense reports for the Board of Administration (BOA) and other groups that meet
  - Submit invoices for payment, complete appropriate forms
  - Maintain FMC Bishops', annual conference, and denominational calendars for the FMC-USA website
  - Communicate and provide information to superintendents, pastors and others related to Board of Bishops matters, *Book of Discipline* questions and general inquiries related to the FMC
  - Maintain master file of minutes and correspondence for Board of Bishops, BOA, General Conference and all US and overseas annual conferences; confidential Divorce Clearance records, pastors' service records and other confidential records (such as church trials)
  - Keep ministerial records files updated (record current appointment, ordination, conference membership) for both the paper files housed in the Board of Bishops office and the Raiser's Edge Database

- Maintain separate pastors' email distribution list for each annual conference in MailChimp for communications from Board of Bishops and BOA. MailChimp is also available for use by all WMC staff
- Keep bishops and offsite administrative assistants informed re: communications received through our in-house email that would pertain to them
- Process church planting grants
- Coordinate appeals and distribution of funds for Bishops' Crisis Response Fund
- In consultation with General Conference recording secretary, coordinate duties assigned to Board of Bishops through General Conference Steering Committee
- Provide notary public services
- Budget preparation for bishops, Board of Bishops office and networks as requested
- Send Christmas cards to bishops' contact list
- Provide secretarial assistance to the bishops when they are onsite
- Submit appropriate news items to Light + Life Magazine
- Other responsibilities as assigned by the Board of Bishops

#### Raiser's Edge Database:

- Update and maintain pastors' and churches' master records, keeping contact information current for mailing purposes
- Keep ministerial service records accurate and current

This database is used by all departments at the World Ministries Center.

#### Annual Conference:

- Work with offsite administrative assistants in gathering MEG Board Reports, Ministerial Appointments Committee (MAC) Reports and ministers list
- Work with Ministerial Credentialing to verify candidate is cleared for ordination or conference ministerial candidacy
- Prepare ordination parchments and conference ministerial candidate certificates for all US and overseas annual conferences with duplicates to Ministerial Credentialing for master file
- Work with each annual conference by reviewing all MAC reports for accuracy before report is distributed at annual conference and file copy in master Board of Bishops file. Distribute copies to WMC departments and others as requested

#### Board of Administration:

- Responsible for sending communications to BOA members – meeting info, vote requests, etc.
- Arrange lodging for April and October BOA meetings
- Assist BOA chair as needed and other preparations
- Recording secretary for the BOA, assisting BOA secretary with meeting notes and other tasks as requested

#### Yearbook

- Assist Yearbook Editor by reviewing, researching, and correcting any inaccuracies in the Yearbook pages/reports submitted by each of the annual conferences, along with updating the front pages

#### General Conference

- Coordinate Board of Bishops special events at GC – ex: Bishops' Breakfast and bishops' receptions
- Process election of delegates – US and international
- Send email communications on behalf of bishops
- Process GC Resolutions
- Gather and process BOA nomination forms for distribution to GC delegates

#### *Book of Discipline*

- Following the General Conference meetings, incorporate revisions approved by the BOA and GC delegates into the *Book of Discipline*
- Work with the Editorial Committee to complete this process

#### **QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS**

- Must have strong communication and organizational skills; ability to multi-task with strong attention to detail
- Must maintain confidentiality, use time wisely, and be thorough
- Ability to interface with the FMC-USA and overseas
- Ability to relate and interact with people in a variety of situations
- Must be knowledgeable in the use of Microsoft Office Suite
- Exposure to the Free Methodist Church is a plus

#### **PHYSICAL DEMANDS**

Regularly required to talk, hear, see and use hands and fingers to operate a computer keyboard, telephone, copy machine and folding machine (occasionally). At times, may be required to set up and/or move tables for special events.

#### **WORK ENVIRONMENT**

A fast-paced environment with regular interaction with other employees and guests (in-person and on the telephone.) The noise level in the work environment is usually low. Limited travel may be required (when travel is involved).

**Interested individuals should submit a resume and complete an online application at:**

**[fmcusa.org/hr/employment-application](http://fmcusa.org/hr/employment-application)**