

May 6, 1970

Report of Special Committee
to

Examine the requirements for an administrative assistant to the Pastor.

PROJECT

To study the desirability of establishing the position of Administrative Assistant to the Pastor at Duke Memorial United Methodist church, with the view to reducing the administrative load on the pastor.

DISCUSSION

A discussion of the non-professional administrative activities of the church revealed that there was a very heavy load on the pastor to supervise the administration of the church which could only be accomplished to the detriment of the pastoral activities. As a consequence janitorial service was below an acceptable minimum. Some functions were not carried out especially in field of administrative planning such as control of church equipment, inventory control, purchasing, inspection and landscape maintenance.

It was the consensus of the committee that the administrative requirements of the church were of such magnitude that they could only be adequately handled by establishing the position of Administrative Assistant to the pastor. However it was believed that if an expanded program was established utilizing the kitchen to greater advantage it would probably be necessary to obtain the services of a full time hostess.

It was the opinion of the committee that a complete examination of the whole area of non-professional services should be an early task for an administrative assistant.

Administrative tasks

- Janitorial and custodial service
- Landscape and lawn service
- Maid service
- Church security
- Opening and closing the church
- Maintenance
- Inspection
- Co-ordination of kitchen operations
- Supervision of church properties

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Section of the Constitution

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors in that State.

Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six Years; and each Senator shall have the Qualifications requisite for Senators in that State.

Section 4. The Times, Places and Manner of holding the Elections of Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law alter or change in whole or in part the same.

Section of the Constitution

Section 5. The Congress shall have Power to regulate the Commerce with foreign Nations, to regulate Commerce among the several States, and to regulate Commerce with the Indian Tribes.

Administrative tasks continued

Disposition of excess property
Inventory control
Purchasing
Financial and budget activities
Bookkeeping
Every member canvas
New member solicitation (Financial)
Supervision of the use of church facilities
Co-ordination of weddings and funerals
Co-ordination of preschool as it relates to the church
Co-ordination of activities relating to the "Pastors Closet"
Supervision of volunteer service

Job description

See attached sheets

Conclusion

That the position of Administrative Assistant to the Pastor be established and that funds for this position be included in the budget for 1971.

Recommendation

That the Administrative Board of the Duke Memorial United Methodist Church approve the conclusions of this committee and direct the Finance Committee to include funds for this purpose in the 1971 budget.

James W. Holinger
Chairman

Committee members

Mrs. Walter Seeley
Mrs. John Glasson
Mr. Laney Funderburk
Mr. Horace Mansfield

