

**Bryan Wesley UMC  
903 Center St. Bryan, OH 43506**

**Financial and Membership Secretary**

Position responsibilities include, but are not restricted to:

Contributions and memorials record keeping and reporting.

Attendance entry and reporting.

Maintenance of our membership rolls.

Bank deposits.

Dropping off Sunday's Worship DVD to the TV Station.

Phone and other office work as directed by the Senior Pastor and Office Manager.

Monday Mornings Mandatory.

Cannot work from home.

**REPORTS TO:** Office Manager & Senior Pastor

*Please consult the "Personnel Policy and Procedure Manual for The Wesley United Methodist Church" for further information.*

Status: Part-Time, hourly @ 16+ hours/week      Compensation: \$13-\$16 per hour

Send Resume to [peterp@bryanwesleyumc.org](mailto:peterp@bryanwesleyumc.org)