

The Ministers Council of the American Baptist Churches USA  
221 South High Street, West Chester, PA 19380  
www.ministerscouncil.com  
610-314-7837

**MEMBER SERVICES COORDINATOR**  
(Part-time Position beginning February 2018)

**Organization Description:** The Ministers Council of the American Baptist Churches USA has been inspiring ministerial excellence to the glory of Jesus Christ since 1935. Its national programs and regional chapters encourage collegiality, centeredness, and competence among ABC clergy, chaplains, and counselors. We reach out to more than 2,000 ministers to prevent isolation, encourage spiritual growth, and provide continuing education and professional standards for Christian ministry.

**Job Summary:** The Member Services Coordinator for the national Ministers Council will be responsible for communications, bookkeeping, record keeping and reporting in support of membership and the governing board. Existing proficiency in cloud-based software systems for tasks named below is required for the position.

The person accepting this job is tasked to:

- 1) Arrange for response to all communication directed to national Ministers Council via phone/email/mail. Respond to administrative queries directly and direct other concerns to appropriate MC Officer.
- 2) Process membership records and cards and keep accurate records in data base.
- 3) Process checks/online payments for dues and donations and process bills and other payments and keep accurate records in accounting system.
- 4) Work with MC Treasurer to generate monthly financial reports and send reports to members of the Board of Governors.
- 5) Arrange for regular communication with MC members and friends via Constant Contact, Facebook and Website. Post some information independently; recruit articles from appropriate MC officers and members and oversee publication.
- 6) Meet with the Board of Governors on monthly conference calls and with the Ministries Team teleconferences as requested.

The computer/internet systems the Member Services Coordinator will utilize include:

- a. MC online checking account with Christian Community Credit Union
- b. MC credit card with Christian Community Credit Union

- c. PayPal online payments
- d. Quick Books accounting system
- e. MC phone account - Google Voice and/or MC mobile phone
- f. Google Suite for email domain, conferencing (hangouts-audio and video conferencing for up to 15), file and calendar sharing
- g. Membership Database (membership file on Word Press-hosted site)
- h. Kimbia or Network for Good Donor Database
- i. Constant Contact or equivalent email database
- j. MC Facebook account
- k. Postage account or equipment - [stamps.com](http://stamps.com) or postage machine
- l. Go Daddy MC website and contracted web support
- m. Go to Meeting or Blue Jeans Webinar account and equipment for groups too large for G Suite
- n. Zenefits payroll services (unless contracted)
- o. Any auditing needs due to independent office (contracted)
- p. Any insurance needs due to independent office (contracted)
- q. Any other systems requested by the Board of Governors

**Requirements:**

- a. Competency with most of the systems specified above
- b. Familiarity with American Baptist Churches and, ideally, with ABC Ministers Council and its mission
- c. Provision of resume and references and, if selected, permission for background checks

Compensation: \$15-25/hour for 12-15 hours/week, depending on education and experience; some of the hours will be spent at the MC Office at the Baptist Church of West Chester, 221 South High Street, West Chester, PA.

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**Apply by January 20, 2018, by emailing  
President Darla Turlington at  
[ministerscouncil@abc-usa.org](mailto:ministerscouncil@abc-usa.org)**