

## Chart of Responsibilities for Office & Administrative Coordinator and Facilities & Operations Manager

Task/Area of Responsibility	Office & Administrative Coordinator (David)	Facilities & Operations Manager (Lori)
Manages Calvary Email, Phone, & Mail	Yes	No
Handles RSVPs for Calvary Events	Yes	No
Scheduling / Calendar	Meetings that involve staff members (either one-on-one or committees/small groups) that need to be on their personal calendars (Ex: meeting with a pastor for a conversation or a committee meeting or small group that requests a pastor at their meeting)	Meetings or events for any group (Calvary-related or external) that uses Calvary's space/property, including virtual space (zoom, youtube), in other words: <i>anything</i> that goes on Calvary's calendar, whether meeting off site, onsite, or online/zoom. (Ex: small groups, Committee meeting, all-church events)
Logistics for Church Events	Yes	No, except for reservation & set-up of space, including tech needs
Weekly Printing (Ex: Order of Worship)	Yes	No
Special Printing & Mailings	Yes	No
Technology	<ul style="list-style-type: none"> <li>• Office &amp; Staff needs</li> <li>• Sound/Worship related needs</li> </ul>	<ul style="list-style-type: none"> <li>• Congregational Events, classes, and/or Outside Group needs, including use of the Zoom cart</li> </ul>
Membership Ministries (Ex: Nametags, Guest Letters, Database, etc.)	Yes	No
Supply Management	<ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Worship supplies</li> <li>• Ministry/Event related supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen supplies</li> <li>• Janitorial supplies</li> <li>• Building Related supplies</li> </ul>
Coordination and/or Supervision	<ul style="list-style-type: none"> <li>• Office Volunteers</li> <li>• Ministry Projects for Pastors and Staff, including:                             <ul style="list-style-type: none"> <li>• <i>Connections Class</i></li> <li>• <i>Gathering Sunday</i></li> <li>• <i>Liturgical Holidays &amp; Seasons (Events &amp; Services)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Custodian</li> <li>• Set-up &amp; Security personnel</li> <li>• Church Hostess</li> <li>• Technology Coordinator</li> <li>• Resource Management</li> <li>• Council (as needed)</li> </ul>
Special Life Events	<ul style="list-style-type: none"> <li>• Child Dedications</li> <li>• Baptisms</li> <li>• Weddings &amp; Memorial Services for Calvary members</li> </ul>	<ul style="list-style-type: none"> <li>• Weddings or Memorial services/receptions for non-Calvary members</li> </ul>
Questions about the building, property, grounds and related contracts/vendors	No	Yes
General Questions/Inquiries from Calvary members	Yes, will be directed to correct person	No
General Questions/Inquiries from Community members and/or building partners	No	Yes