



# THE DOVERCOURT DISCLOSURE

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A regular update from the Elders of Dovercourt Baptist Church

Issue # 3  
January 2006

## A Love Offering

During the service of December 11, 2005, the congregation had opportunity to witness Mr. Emmanuel E. Morvan (father of Elder Armstrong Morvan) being interviewed. Mr. Morvan told us a little about his ministry in Haiti and the various needs in that section of God's vineyard. A week later, after the morning service on Sunday, December 18, we were all given the opportunity to contribute to a love offering for Pastor Morvan before he headed back home to Haiti. Through your generosity we raised a total of \$611 for Pastor Morvan. We would like to thank all those who were able to contribute, and anyone who is interested can read a "Thank You" note from Pastor Morvan displayed in the church lobby.

## Sunday Evening Services

As was previously announced in the December issue of *The Dovercourt Disclosure*, DBC will be re-introducing regular Sunday evening services starting January 22<sup>nd</sup>. Start-time for these evening services will be 6:30 pm. The priority will be the teaching of God's Word, but besides that, we will be experimenting with some of the other aspects of the service as we move along. Included among these will be times of musical worship, so if you are musically inclined or play an instrument, this may be a good opportunity for you to contribute. Please plan to attend, invite your friends and family, and if you think you might be able to make a musical contribution, please speak to one of the Elders or Michael Harris at your convenience.

## Bible Insights Fellowship

This is just a reminder that the Bible Insights Fellowship has now begun. As was reported in the previous issue of *The Dovercourt Disclosure*, this is a time, in the Heritage Lounge before each Sunday morning service, when the Dovercourt Family (all ages welcome) can gather for a time of refreshments and discussion around God's Word. The official start-time is 9:45 am and it will usually end around 10:15 am each Sunday morning.

## Annual Meeting

Some of you may have seen previous announcements indicating that the DBC Annual Meeting would be held on a certain date. But due to some extenuating circumstances and a re-evaluation of the situation, the Board has decided to make some changes to the dates related to the Annual Meeting. After the morning service, on January 29, there will be a special church business meeting specifically devoted to the 2005 financial statements and the 2006 budget presentation. During this meeting, the 2006 budget will be presented for discussion and approval. A month later, on Sunday, February 26, after the morning service, the official Annual Meeting will occur.

The Annual Meeting on February 26 will begin with a short time of fellowship and refreshments in the Heritage Lounge immediately following the morning service. All are welcome. After the fellowship time, members will then move into the auditorium for our Annual Meeting. It is during this meeting that all other issues related to the Annual Meeting will take place, including a vote to affirm the names that have been recommended for Deacons. Following the meeting, dessert will be served in the church lobby.

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## **Church Office Administrator**

One of the items that will be included in the 2006 budget is a salary for a church office administrator. The Elders unanimously agree that, in order to effectively care for our congregation and maintain an ideal standard in the day-to-day functions of our church, we need a full-time office administrator. We realize that this addition to the budget may raise some questions, so we have decided to provide you with a list of responsibilities that will be required of this position. Please review this list in preparation for the budget business meeting to be held on January 29.

### **List of Responsibilities:**

- Oversee and maintain church accounting and bookkeeping. This role is currently a paid position and is being performed by Felisa Pastolero. Her responsibilities include payroll, payables, government submissions, budget preparation, financial statements, bank reconciliation, check preparation, and much more.
- Ensure supplies are maintained and ordered before they run out. Examples include paper, brochures, envelopes, communion supplies, teaching materials, etc.
- Produce the weekly church bulletin
- Ensure church database of members and adherents is up-to-date and accurate
- Open and distribute mail
- Prepare mailings
- Create banners, posters, flyers, etc. as required
- Compose letters when necessary
- Ensure that any required correspondence is taken care of
- Prepare new member and baptismal packages
- Keep church storage areas clean and organized
- Answer church office phone, respond to calls, and update the automated greetings
- Maintain church office e-mail
- Organize and maintain church computer files
- Organize and maintain all forms of church records
- Clean, organize and update church bulletin boards
- Complete the Annual Report and Church Membership Directory
- In the auditorium, weekly remove old bulletins, arrange hymnbooks and Bibles, etc
- Send Get-Well cards
- Send letters of welcome and acknowledgment to first-time visitors
- Maintain a system whereby members who have not been to church in a while are contacted
- Produce church updates, schedules, communication, newsletter, calendars, etc.
- Fulfill the role of church clerk at business meetings
- Make minor updates to the church website
- Perform special occasion decorating such as at Christmas or Thanksgiving
- Take offering money to the bank for deposit each week
- Assist in preparing for special events or meetings by providing supplies, documentation, sign-up sheets, etc.
- Fulfill the administrative needs of the Elders, the Senior Pastor, and the Associate/Youth Pastor
- Perform special projects as required
- Perform any other office or administrative work as required