

CANDIDATE PROFILE & APPLICATION INSTRUCTIONS

Bookkeeper and Ministry Assistant

May 28, 2025

Effective June 1, Camano Chapel is seeking candidates for a Bookkeeper and Ministry Assistant to Associate Pastors and Missions Director. This is a part time position with consistent scheduled hours each week with some needed flexibility to process payroll. Each applicant will be prayerfully considered. We are committed to an applicant that is a best fit in the areas listed below. Completed application packages must be submitted to Sandy Shook. Any questions should be directed to Sandy Shook at 360-387-7202 or by email, sandyshook@camanochapel.org

Education:

- Minimum-High School Graduate
- Preferred-2 or 4-year Graduate Degree

Experience:

- Bookkeeping experience
- Strong communication skills
- Strong organizational skills
- Ability to multitask

Doctrine, Character, Ability and Personality/Philosophical Match

- Interview(s) and references will determine:
 - Doctrinal match (*agreement with core beliefs*),
 - Character match (*a testimony of integrity*),
 - Ability match (*alignment of God's equipping and the desired role or position*), and
 - Personality/Philosophical match (*a fit for the culture of Camano Chapel*).

Please be sure to send the Application Attachment "Reference Questionnaire" to the Character References you listed on page 5 of your application.

Each applicant will be prayerfully considered to determine a "Best Match" for ministry.

CAMANO CHAPEL
Ministry Description

DATE: May 28, 2025

POSITION TITLE: Bookkeeper & Ministry Assistant

REPORTS TO: Office Manager

COMPENSATION: \$ 19.50 per hour

TIME ALLOCATION: Non-exempt; Part Time - 20 hours per week

BENEFITS: 40 Hours Vacation and paid sick leave per L & I regulations

PAID HOLIDAYS: Observe 9 Holidays as well as the week between Christmas Day through New Year's Day

GENERAL DESCRIPTION:

The Financial Director and Administrative Director select the Bookkeeper and Ministry Assistant for an unspecified period of service:

- To serve the congregation and staff of Camano Chapel by accurately recording all contributions, disbursing monthly bills, processing payroll and paying missionaries.
- Assist Associate Pastors & Missions Director in their duties, freeing them for shepherding the congregation.
- To contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer support in keeping with the Purpose Statement and Ten Core Values of Camano Chapel.

POSITION PURPOSE STATEMENT:

To maintain a singleness of purpose, striving to fulfill the mission and purpose of Camano Chapel:

- To maintain a high quality of record-keeping for funds coming into and being disbursed out of Camano Chapel financial accounts.
- Assisting the Associate Pastors and Missions Director in a professional manner in their goal to minister to the congregation.

This ministry is to be carried out in an atmosphere of love, cooperation and mutual accountability, leading to the accomplishment of established ministry goals under the direction and enabling power of the Holy Spirit.

GENERAL EXPECTATIONS:

1. Spends time in daily prayer
2. Spends time in the daily study of God's Word
3. Is involved in personal discipleship, either one-to-one or small group
4. Serves in loyalty to leadership, is confidential, handling all information with proper discretion
5. Attends staff meetings and retreats, as directed
6. Maintains a professional and welcoming etiquette at all time (ie. on telephone and in person)
7. Maintains a professional appearance at all times (ie. apparel and grooming)

COORDINATION OF MINISTRY SUMMARY:

1. Records and deposits contributions and other income
2. Disburses monthly bills
3. Pays staff payroll
4. Pays missionaries
5. Assistant Roles and Responsibilities as outlined in Assistant Task List
6. Administrative Support of Pastoral Responsibilities
 - a) Submitting bulletin announcements and event forms for upcoming events
 - b) Coordinating needed materials with Media Coordinator

SPECIFIC OBJECTIVES AND RESPONSIBILITIES:

Bookkeeper-Assisting the Financial Director

(Strong interpersonal and organizational skills are desired)

1. Records weekly contributions (all cash is dual-controlled with Receptionist or another office personnel)
2. Sends acknowledgements of memorial gifting
3. Pays missionaries monthly as directed by individual giving and mission board approval
4. Responsible for payroll including timely deposits
5. Records and pays bills, keeping a file of invoice statement with copy of check

6. Prepares and mails annual contribution statements at calendar year end
7. Scholarship checks to schools
8. Sends acknowledgments of tax (RMD) letters

Administrative Assistant -Assisting the Associate Pastor

(Strong interpersonal and organizational skills are desired)

1. Greet, screen and/or schedule incoming calls and walk-in visitors providing an image of excellence by giving the highest level of hospitality and care

Other Ministry Responsibilities:

1. Oversee “info @camanochapel” emails and distribute to appropriate department
2. Oversee office email for invoices
3. Back up for incoming phone calls
4. Supportive member of the overall staff administrative support team
5. High level of integrity and ability to keep confidential situations learned from congregation

Equipment/Physical Requirements:

(Proficient use of office equipment and software is desired)

1. Equipment used includes standard office equipment, and personal computer
2. Software used includes Microsoft Windows, Word and Excel; and Power Church accounting software, bamboohr and Planning Center (Optional - Microsoft Power Point)
3. Duties are fulfilled in the church office environment

EMPLOYMENT AT WILL

Employment is with the mutual consent of the employee and Camano Chapel for an indefinite period. Consequently, both the employee and Camano Chapel have the right to terminate the employment relationship at any time with or without cause or advance notice. This employment “at-will” relationship shall remain in effect throughout employment. The language used in this job description is not intended to create or constitute the terms of an employment contract between Camano Chapel and any applicant or employee. Nothing contained herein should be understood as a guarantee of employment; but rather, employment which is on an at-will basis (i.e., is not for any specific time period or duration, and can be terminated without reason at any time by either Camano Chapel or yourself).

This policy shall not be modified by any statements contained in any other employment applications, recruiting materials, memorandums, letters of understanding provided at the time of hire, or other material provided to employees in connection with their employment. Also, those documents shall not create an expressed or implied contract of employment. No manager, supervisor, or employee of Camano Chapel has any authority to independently enter into any agreement for employment for any specific period of time or to make any agreement for employment other than at-will. Completion of an introductory period or conferral of regular status shall not change an employee's status as an employee-at-will or in any way restrict the employer's right to terminate such an employee.

NOTE: Camano Chapel Elders reserve the right to decline acceptance of, or remove, any staff member who holds or advocates any beliefs in conflict with the Bible-based nature of Camano Chapel.



867 S. West Camano Drive, Camano Island, WA 98282 - (360) 387-7202

APPLICATION FOR EMPLOYMENT

Date _____

Position Desired: Bookkeeper & Ministry Assistant

CANDIDATE PROFILE:

Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip Code _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____ E-mail Address _____

Pay Requirement/Expectation (do not leave blank): _____ Date available for employment: _____

Are you 18 years of age or older? ☐ YES ☐ NO (If hired, you may be required to provide proof of age).

Do you have a relative currently on staff? ☐ YES ☐ NO (If yes, give name(s) and relationship). _____

Are you a member of Camano Chapel? ☐ YES ☐ NO (If no, what is the name of your current church? _____)

CHURCH MINISTRY OR EMPLOYMENT PROFILE:

Do not substitute a résumé for this section:

Present Church or Employer _____ Phone (____) _____

Address _____ City _____ State _____ Zip Code _____

Dates of Service: _____ to _____ Starting Compensation _____ Ending Compensation _____

Name of Overseer _____ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (If applicable): _____

Position and Ministry Description:

Reason for leaving:

Previous Church or Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Dates of Service: _____ to _____ Starting Compensation _____ Ending Compensation _____

Name of Overseer _____ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (*If applicable*): _____

Position and Ministry Description:

Reason for leaving:

Previous Church or Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Dates of Service: _____ to _____ Starting Compensation _____ Ending Compensation _____

Name of Overseer _____ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (*If applicable*): _____

Position and Ministry Description:

Reason for leaving:

Please detail Christian ministries you have worked with, indicating the duration of your involvement, location and role.

In the same manner, please list any secular work experience that has helped you prepare for your ministry.

Please evaluate your practical abilities. Indicate whether you have: Limited skills, Moderate skills, or Proficiency.

	L	M	P		L	M	P
Recruit leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equip others for ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Based Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Camano Chapel is a multiple staff church. Please give examples of how you would work with a ministry team and with your staff overseer.

EDUCATION PROFILE:

Name:	Location:	Years Completed:	Graduated:	Last year:
High School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Trade or Business School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Bible College or Seminary (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
How many years of Bible have you had? _____				
Do you plan any further study? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain _____				

PERSONAL PROFILE:

What part have you taken in the activities of the communities where you have lived?

What are some of your favorite leisure, hobby and vacation interests?

What are your cultural interests (music, art, literature, and athletics) and how do you express these interests?

What books/periodicals have you read in the past 12 months (except for school)? Please list.

From past experience, how do you respond to stress?

Have you ever been convicted of a felony? ☐ YES ☐ NO (If yes, please give the date, place and nature of the charge of which you were convicted. Note: A conviction will not necessarily disqualify you from employment).

Do you have any current criminal charges pending against you? ☐ YES ☐ NO If yes, describe

May we check with your present or past employer for a reference? ☐ YES ☐ NO

If hired, can you furnish proof that you are eligible to work in the United States? ☐ YES ☐ NO (employment is contingent upon satisfactory proof of eligibility to work in the United States).

SPIRITUAL PROFILE:

Because of the unique nature of our ministry, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. We expect all of our employees to actively pursue their walk with God and to be involved in times of prayer for the specific needs our Chapel family, and to not teach contrary to the "Doctrines Camano Chapel's Elders Hold to be True".

To help us evaluate our compatibility, please take a moment to answer the following questions.

Are you currently having a consistent quiet time and Bible based devotional life? ☐ YES ☐ NO

Are you currently leading regular devotions with your family? ☐ YES ☐ NO

Are you currently involved in a one-to-one discipleship relationship? ☐ YES ☐ NO

Are you committed to implementing the equipping ministry of Ephesians 4:11 in your personal ministry? ☐ YES ☐ NO

In a separate word document, write a brief sketch of your life. Please include:

1. How you came to know Jesus Christ as your personal Savior (*your personal letter of testimony.*)
2. Your life's purpose statement and its practical application to your daily life.
3. Pertinent factors such as childhood, setting (rural, urban, etc.), home life, salvation, church background, marriage, leading to ministry, etc., to the present time.

STATEMENT OF FAITH

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Camano Chapel has been established; to maintain fidelity to the announced purpose, vision and mission of Camano Chapel, even as described in its constitution and by-laws; to advance these compelling interests of Camano Chapel; and to foster a loving supportive and redemptive work environment with the ministry, Camano Chapel evaluates each prospective employee in part, according to his or her ability and willingness to subscribe to these principles and requires that each employee of the organization enthusiastically embrace the Statement of Faith, The Doctrines Camano Chapel's Elders Hold to be True, as well as the Purpose, Vision and Mission statements as part of the employment process to affirm such principles in their lives, both in and out of the work place.

Please read the enclosed Camano Chapel Statement of Faith, The Doctrines Camano Chapel Elders Hold to be True, and Camano Chapel Constitution and Bylaws and sign below. Without reservation, I hereby agree with Camano Chapel's Statement of Faith and Doctrines Camano Chapel Elders Hold to be True.

Applicant's signature _____ Date _____

CHARACTER REFERENCES

Four references are needed. *(Please use references who know you well - - not mere acquaintances.)*

Pastor _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____
☐ Free to contact
☐ Please wait to contact

A teacher/mentor _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____
☐ Free to contact
☐ Please wait to contact

A ministry partner _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____
☐ Free to contact
☐ Please wait to contact

Other _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____
☐ Free to contact
☐ Please wait to contact

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration of employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

Background Authorization:

I understand that prerequisites for all candidate finalists may include completion of the DISC Test and StrengthsFinder 2.0 Personality Inventories (or similar human resource tool), and standard Washington State Department of Motor Vehicle evaluation as a part of final screening.

Employment at Will:

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Camano Chapel, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing except where stated in Camano Chapel's Constitution and By-laws. Further, no staff member may alter the at-will nature of the employment relationship unless done so specifically and in writing. This employment at will relationship shall remain in effect throughout your employment.

I have read, understand and consent by my signature to these statements.

Applicant's signature _____ Date _____

PRE-EMPLOYMENT INVESTIGATIVE REPORT RELEASE

I understand that Camano Chapel may obtain a consumer investigative report for employment purposes. This report will contain a review of my credit history. I further understand that the use of a photocopy of this form may be necessary to verify this information; I authorize this use and request that such a photocopy be honored fully.

POST-EMPLOYMENT INVESTIGATIVE REPORT RELEASE

I understand if hired by Camano Chapel my fingerprints may be submitted to the FBI in compliance with Title 12 of the United States Code, Section 1730.

Full Name (Print)

Social Security Number

Signature of Applicant

Date

Street Address

City

State

Zip Code