Executive Secretary

1. My work hours and obligations:
- I work M-F 7:30 am to 5:30 pm and one to two weekends per month. When I work on the weekends, I am in Tucson and will be gone all day. I will not be able to make appointments on Sundays that I work unless it is an emergency. I usually do not return home from Tucson until 7pm on Sunday. I will update in advance of when I will have to work on Sunday.

2. Expectations:
- Handbook 1 - 13.4.1.   Also Handbook 2 - 4.2, and dd18.2.6
- email -   Please check your email regularly.
- txt. - Being available via txt is also ideal.
- Be prepared - Please be prepared for each meeting prior to the starting time. ie. Come to the meeting ready to work, with your pre-work in hand. Please don't come to the meeting and then prepare, need to make copies, work on the church computer, etc. Once meeting times have hit, be prepared to run.
- Keep me as busy as possible. You will be responsible to keep track of the people I need / want to see. Keep running lists. You'll need to watch for these people as they come to church and then usher them in to see me
- LDS.org calendar for interviews.
- Always be on top of who's in my office, who's flaked on a meeting and who should be next. I'll expect you to basically run interference so I don't have to think about anything - except the person that is in my office at that very moment. While you're at the building with me I'll ask you physically get people to my office and wait with them until I open my door. I'll need you to please remind all of my appointments of their meeting times - call and confirm with them.

  I need you to help me be a minister. The best way to do that is to help free my mind of any other tasks and help me be able to only focus on the person I'm meeting with. I need you to take care of everything else.

- Conduct meetings (Bishopric and Ward Council/PEC). You have created all the agendas, you have written the to do's from previous meetings. You will be responsible to conduct the meetings while I preside.
  - Once I've started the meeting, and called someone to pray, I'll look to you to run through the agenda. Then to keep us moving through it until the meetings over. Turn the time over to me as necessary.
  - Keep us on task. Remind us when we've gotten off subject.
  - Remind us when there's 5 minutes left in a meeting. Don't let us go over.
- There's wi-fi in the Bishop's office and elsewhere in the church. If you have a laptop, that is ideal. Not necessary, you can simply take notes and then work on the items when you get home.

● Google Docs

3. Hours:

- Prayers personal and family - daily.
- Scripture time daily.
- Prep time daily. emails, etc.
- Sundays:
- 8:30 - Bishopric meeting- You will be expected to conduct the meetings. Making sure we don't forget anything that we are keeping track of. We need an agenda weekly, BAL (Bishopric Action List), and review of the last week's issues.
- 9:30 - Ward Council / PEC (2nd and 4th Sunday)- You will be expected to conduct the meeting and take notes. Making sure we don't forget anything and that we keep on track. We need an agenda weekly, and review of the last week's issues.
- Block time. Make sure everyone that needs to be seen is ready and waiting by my office. Usher people in and out. Try to keep me as busy as possible. There is generally always someone I need / want to see.
- My office hours are all day Sunday until 6 pm. Wednesday night 6-8 pm unless we have scheduled a Bishopric mtg during those times. I'm available other times as well, but just check with me for availability and check my calendar. <u>The absolute last option for meetings should be Monday nights, Friday nights, or between 6-7pm (dinner hour) daily.</u>
- Any time the Bishop is in the building and doing interviews with a female or youth I will need a chaperon. If no female interviews after church, then you can leave.
- Wednesday nights - if a female interview prior to mutual - I'll need you there or counselor. If you can get someone else there, a Bishopric Counselor, the child's parent, then you don't need to be there.