



Opportunity to Serve

Listing 210706A

1. Organization:

Church or Ministry Name: Hope Community Church

Location: Summerville, SC

Church Contact: Rev. Nathan Francis

Website: www.hopecanebay.com



2. Opportunity:

Job Title: Bookkeeper

Job Description: We are a church plant using resources to do our bookkeeping online: Quickbooks Online, a website to track and submit expenses called Expensify, Google Drive, and a simple online bill pay thru a bank account.

All the hard work has already been done to create a process (we even have a step-by-step checklist) so it only takes an hour a month for our current (remote) volunteer to review expenses, pay bills, and reconcile the checking account. We create quarterly financial reports using a template.

Our current bookkeeper is happy to walk through how we have been doing things. You could even shadow our monthly zoom calls to see our current process.

In September, we will start services and at that point we will start receiving cash and checks. We will create a local team to count and deposit that money. So, there will be a little more work to do starting then.

Paid or Volunteer: Volunteer

Housing: None.

Special Qualifications: None

Hours per Week: .5

Worksite Location (in person, virtual, etc.): Virtual

Expected Length of Need: 1 Year

3. Contact Information:

The following person may be contacted to find out more about this opportunity to serve.

Name: Sherry Lanier

Title: MNA SecondCareer Facilitator

Email: slanier@pcanet.org

Phone: 678-294-3012

4. About the Ministry:

Here is a brief paragraph (120 words) describing the church or ministry to be served (size, demographics, year started, etc.).

Cane Bay is one of the fastest growing communities in America. As companies continue to build and expand facilities in the greater Charleston area, Cane Bay will expand from 4,000 to 10,000 homes (currently 15,000+ people). Although this community has its own schools, medical offices, YMCA, and

shopping center, it has only a few churches to serve the entire Cane Bay population as it continues to multiply. Our heart's desire is to plant a PCA church in this community to reach these families with the gospel.

Please be advised that opportunity listings are based on information provided by the church or ministry seeking help. MNA lists these opportunities as a service to PCA ministries and individuals, but makes no representation as to the accuracy, suitability, or availability of the opportunity and does not assess the suitability or qualifications of any participants.

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