

JOB DESCRIPTION FOR OFFICE MANAGER

Purpose:

1. To serve as the primary receptionist
2. To provide administrative services
3. To oversee all operations of the office and office staff in order to assist the pastoral staff in the work of the church

Supervision: Primarily by the pastor as head of staff, by the Staff Oversight Ministry Team for evaluation and review, and by the Session

Responsibilities:

1. To greet and welcome all who call or come to the church and to be able to direct people to the appropriate staff person or program as needed.
2. To keep a record of the pastors' schedules, in order to more efficiently respond to their visitors, to refer calls, and to take messages promptly.
3. To perform administrative tasks. An example of such tasks may include: recording Sunday church attendance in Automated Church Systems (ACS)
4. Maintaining central church calendar (electronic).
5. Producing correspondence for pastors and ministry teams.
6. Updating church membership computer file.
7. Sending out mailings (*reminders, sermons, time and talent forms, etc.*).
8. Duplicating materials, and facilitating communication with the Board of Deacons in regard to pastoral care needs.
9. To oversee all office operations.
10. To supervise the building monitor and custodial staff to ensure that the building is opened and closed at appointed times and that all maintenance, repairs, and cleaning are completed.
11. Computerized HVAC scheduling.
12. Website management – Word Press.
13. To produce weekly documents (newsletter, bulletin, etc.)
14. To purchase needed materials and supplies.
15. To oversee reservations of facilities and collection of fees for building use.
16. Communicate with University CO-OP Garage staff regarding parking needs outside of regular expectations.
17. Maintain Prayer List, Prayer Chain and Staff Prayer Cards.
18. Report to Deacons Prayer Concerns and Celebrations.
19. Weekly Update sent via Constant Contact, maintain contact lists; special email blasts.
20. Weekly Visitor Report & running list of current visitors.
21. Mail recorded Sunday morning worship CDs to homebound (mail every other week).
22. Monthly Pew Cards.
23. Maintain Membership Records.
24. Maintain Communion Servers List.
25. Run background checks through Intellicorp and maintain records.

Hours: Regular work hours for this position are 40 hours per week, currently 9:30 a.m. to 6:00 p.m. Monday through Thursday, and 9:30 a.m. – 3:00 p.m. on Friday. On occasion, it will be

necessary to attend a church meeting or other church function. If such a meeting or function occurs outside of office hours, work hours will be adjusted in consultation with the pastor. Vacation and Sick Leave will be in accordance with the Personnel Policies.

Evaluation: Performance review will be conducted by the pastor as head of staff. The Staff Oversight Ministry Team will annually review the adequacy of compensation.

Competencies Required:

1. Organizational skills and experience in managing an office and supervising employees and welcoming people.
2. Computer experience, all the components of ACS, Windows and MS Publisher.
3. Website management.
4. A willingness to receive tasks from all program staff and accomplish those tasks as necessary.
5. Understanding of a church setting.
6. Ability to work with frequent interruptions and changing priorities.

...and so on and so forth