

## Office Manager Job Description

<b>Job Title:</b>	Office Manager
<b>Reports To:</b>	Church Administrator and Pastor
<b>Position Status:</b>	Full-Time Regular – Non-Exempt

### Purpose

The church office is the hub of communication and requires efficient clerical office management and improvements in day-to-day operations.

### Job Responsibilities and Duties:

#### **Weekly:**

1. Enter worship attendance in membership software.
2. Prepare visitor reports and letters and notify visitation committee.
3. Notify Pastor, Associate Pastor, Church Board, Lay Ministries, and Prayer Chain Leader of members who are hospitalized or disabled; births, deaths, and weddings in church membership and families of members.
4. Upload calendar changes and sermon notes to the website.
5. Coordinate with facility manager about church properties use.
6. Prepare staff meeting agendas.
7. Update church website as needed.
8. Coordinate church ministry volunteer activities.

#### **Monthly**

1. Gather information, prepare, lay out and print monthly newsletter.
2. Maintain and update church management program and mailing list.

#### **General:**

1. Work together with board clerk to keep the permanent church register current.
2. Create and maintain physical asset tracking system.
3. Maintain church calendar.
4. Prepare bulk mailings when necessary.
5. Assist outreach team with the creation and mailing of quarterly mailing pieces.
6. Provide clerical assistance to church staff as needed.
7. Provide clerical assistance to pre-school center director and staff as needed.
8. Provide clerical assistance to church ministries as needed.
9. Provide backup support for administrative assistant.
10. Assist Vacation Bible School chair(s) with preparation of materials for VBS.
11. Order office supplies as needed.
12. Coordinate the repair/maintenance of church office equipment.
13. Coordinate/assist with special events.
14. Preparation of annual congregational reports in conjunction with other staff members.
15. Other reports as directed.

**Job Skills and Requirements**

1. Demonstrated proficiency in computer skills including MS Word, Excel and Access, and adaptability to church management software.
2. Attention to detail and follow through on assignments and deadlines.
3. A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
4. A commitment to confidentiality regarding all records, both of the church and staff, and the members.
5. Dependable attendance.

**Evaluation and Compensation**

The Office Manager works directly under the Church Administrator and Senior Pastor, and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee

Date