August 1, 2015

**POSITION DESCRIPTION**

TITLE: Office Manager

Current: Robin Brigham

Start of Service: November 2013

PURPOSE: To manage the church office.

To provide normal secretarial services in order to support members of the church staff and ministry teams.

To assist the Pastor in coordination of various church activities and building use.

To administer assigned church policies and to supervise office volunteers.

ACCOUNTABILITY

1. To the Pastor as Head of Staff.
2. To Session through the Stewardship Ministry Team.

RESPONSIBLITIES

### CHURCH OFFICE MANAGEMENT AND OPERATION

1. Coordinate Church Activities and Building Use
   * + 1. Maintain Church Calendar.
       2. Coordinate scheduling of church facilities for church functions and for external groups and organizations.
       3. Act as liaison between the church and the ministry teams and groups that use the facilities, keeping them informed of expectations, policies and suggested fees.
       4. Maintain system for the issuance and control of church keys.
       5. Assist the staff and ministry teams in coordination of their work as they interface with other ministry teams and church organizations.
2. Attend and participate in scheduled staff meetings.
3. Communications
4. Handle inquiries, take messages for staff, and handle requested staff and congregation communication.
5. Ensure telephone answering message is current and accurate.
6. Monitor and respond to email account [officem@tds.net](mailto:officem@tds.net).
7. Retrieve and distribute mail.
8. Manage and coordinate advertising.
9. Participate in coordination of Special Services: baptisms, weddings, funerals, confirmation services, ordination/installation of elders and deacons, new member receptions, etc. Prepare special bulletins and all relevant certificates.
10. Supervise Church Keeper, order cleaning supplies and equipment as needed, keep informed about upcoming events, meetings, and activities.
11. Bookkeeping
12. Route Payment Request Forms and bills to Treasurer for approval
13. Record bills and Payment Request Forms in QuickBooks after Treasurer’s approval, then
    * 1. Print checks for signature
      2. Print a monthly Balance Sheet and Profit & Loss for the Treasurer and review for accuracy
      3. Ensure printed checks are signed by an authorized check signer and distributed to payee
14. Enter other financial transactions into QuickBooks (i.e., hand-written checks, ADP payroll reports, deposits, EFT payments, interest earned, fund transfers, etc.)
15. Submit payroll and act as liaison to payroll vendor (ADP)
16. Maintain files for paid bills
17. Reconcile monthly bank statements
18. Run monthly reports for Treasurer and other reports as requested
19. Assemble monthly financial report packets for Stewardship Team and Session
20. Prepare QuickBooks year-end closure report
21. Enter into QuickBooks the Session-approved annual budget
22. File annual 1099 sub-contractor forms with IRS
23. Maintain church and deacon directories.
24. Refer potential parties requesting assistance to KREM.
25. Perform errands in the area which may be required to facilitate efficient operation of the church.
26. Work with Clerk of Session to maintain accurate and up-to-date records:
27. Minutes of the meetings of Session, Deacons and Congregation.
28. Church Roll
29. Coordinate with and support Clerk of Session in preparation for annual Clerks’ Meeting to review minutes and records.
30. Assist Clerk of Session and Pastor in the distribution of minutes and meeting documents for Session and Stewardship Ministry Team.
31. Maintain policy, procedure, and directions manual.
32. Supervision of Office Volunteers
33. Select, train, and supervise church office volunteers to assist with clerical tasks such as: receptionist duties, copying, assembly of documents, etc. Provide office volunteers with simple job descriptions appropriate for recruited task(s). Volunteers recruited in consultation with Pastor as Head of Staff.
34. Coordinate with Elder in charge of Property for the physical plant needs of the church, including assisting with grounds maintenance, yearly service contracts (i.e. boilers, fire alarm, fire suppression control, kitchen equipment, lawn maintenance, snow plowing, snow blowing/shoveling walkways & entrances in winter,etc.), and maintenance of First Aid, A.E.D., and other safety equipment.
35. Work closely with Lead Volunteer, who assists with proofing bulletins, calendars, newsletters, etc., folds bulletins, makes copies, writes visitor notes, assists with bill paying and filing, insures the sanctuary is in good order, runs errands and other duties to assist office manager.
36. Plan for and lead, with pastoral and professional staff assisting in the process, an annual day or time for volunteer recognition.
37. Maintain and keep up-to-date assigned web pages on kcpcnlnh.com

### SECRETARIAL DUTIES

1. Proficiency in Quick Books, MS Office, MS Publisher, and other appropriate software.
2. Prepare church bulletins, special brochures, and pamphlets.
3. Work with the current Petros editors as needed with the monthly newsletter. Notify and follow up for needed inputs. Coordinate with volunteers: printing, collating, bulk mailing, and delivery to Post Office.
4. Prepare the Annual Report. Notify and follow up for needed inputs. Arrange for printing and distribution.
5. Prepare, maintain, and distribute necessary correspondence, meeting minutes and special reports.
6. Maintain a filing system for church documents.
7. Manage all church related mailings.
8. Utilize Mail Chimp for time sensitive communications to congregation and committees.
9. Assist in scheduling of Pastor’s appointments as requested.
10. Provide office assistance to other staff members as appropriate.
11. Order supplies.

RELATIONSHIPS

1. Supervisor: Pastor
2. Successive Levels: Stewardship Ministry Team

EVALUATION AND SUPPORT

1. A performance review will be conducted annually by the Pastor.
2. The Stewardship Ministry Team shall annually review compensation and benefits for appropriate recommendation to Session.

BENEFITS AND POLICIES

1. The Office Manager position is 30 hours per week, Monday through Thursday. Hours are negotiable but have been 7:00-2:30.
2. Office Manager receives 1 week (4 business days) paid annual vacation with additional unpaid flexible time as approved by Pastor.
3. There are 7 paid holidays.
4. Four paid days of continuing education per year are available.
5. There will be a 90 day probationary period, during which time unpaid absences may be approved by Pastor and paid vacation time may not be used.
6. The Office Manager or Session shall give advance written notice of thirty (30) days should either party desire to dissolve the employment agreement.

QUALIFICATIONS

1. Demonstrate proficient secretarial, administrative, and communication skills
2. Resourceful and self-motivated
3. Maintain confidentiality in pastoral care issues with compassion and care
4. Able to balance a variety of activities
5. Demonstrate professional and cordial conduct
6. Christian who is committed to managing the administrative and clerical needs of a growing and thriving church
7. Flexible in responding to unknown variables