

OFFICE MANAGER SPECIFIC ACTIVITIES AND RESPONSIBILITIES

(draft 4/11/2024)

The Duties of the Office Manager may include:

- Open mail and distribute to various ministries.
- Answer phones.
- Receive visitors who come to the building – at times with many varying needs, sometimes counseling and sometimes monetary help.
- Distribute food and/or gift cards to those in need that are in an emergency situation. (Discretion has been learned over the years as to whom and when to distribute).
- Pay bills using QUICKBOOKS or related software.
- Pay missionaries using QUICKBOOKS or related software
- Maintain missionary receipts.
- Send out missionary update emails when received from those we support.
- Prepare prayer sheet and newsletter.
- Program doors using NEXUS program.
- Maintain database (PLANNING CENTER).
- Create events using PLANNING CENTER software to communicate with the church body.
- Create weekly registrations for church service and Sunday School using PLANNING CENTER.
- Create and post messages using WATCH FIRE IGNITE program (digital sign)
- Process and submit biweekly payroll using CHECKWRITERS PAYROLL PROGRAM
- Enter payroll in QUICKBOOKS or related software.
- Pay missionaries quarterly.
- Order supplies for office, paper, general office supplies, etc.
- Order supplies for custodial, cleaning supplies, etc.
- Order supplies for ministries, water, coffee, teaching supplies, etc.
- Physically go to Restaurant Depot to purchase hospitality supplies, i.e. cups, lids, plates, utensils, paper goods, etc. (this proves to save us money in the long run).
- Coordinate and communicate with ushers and greeters.
- Coordinate and communicate with nursery workers.
- Works with Trustees to schedule quarterly pest control.
- Works with Trustees to schedule trash pickup.
- Collect offering from offering boxes every Monday and place in the safe.
- Count weekly offering on Tuesday mornings with members of the counting committee.
- Deposit the offering on Tuesday at TD Bank in Chicopee for both the General Fund and Deacons Fund.
- Communicate weekly with the Deacon's Board and Financial Secretary to let them know what was deposited.
- Create church directory.
- Prepare monthly Treasurer's Report for the Finance Board.
- Work with Finance Board to help create yearly budgets.
- Work with the Trustees and Fire Alarm Company to test our system.

- Work with Church Clerk to maintain clerk records – i.e. births, deaths and keeping track of those that have left the church.
- Assist with decorating the church and offices for Christmas, Easter, etc..
- Prepare bulletin boards outside of offices.
- Maintain mailboxes for various ministries.
- Reconcile credit card statements each month holding various ministries accountable for turning in church related expense receipts.
- Assist Trustees to maintain (weed) flower beds, purchase and plant yearly our flowers with the help of Dennis Fenton.
- Maintain yearly subscriptions for our CCLI licensing.
- Coordinate vans for rental using All Star Car Rental, i.e. youth mission's trips, other ministries that need van rental.
- Be available to listen, talk, and/or assist members who stop by during the week.
- Responsible for communicating with FCBC members when we have to cancel church or delay the opening. This is done remotely from home, usually on a weekend.
- Communicate with ministries regarding their budget.
- Order communion supplies when asked by deacons.
- Assist Trustees when needed and be aware of their responsibilities to:
 - Oversee and schedule snow and ice removal activities.
 - Oversee and schedule weekly lawn maintenance.
 - Oversee and schedule annual spring cleanup of property.
 - Oversee, manage, and schedule custodial and maintenance staff within approved annual budget.
 - Develop and implement facility capital improvement plans and work approved by the Trustees and Finance Board.
 - Oversee private contractors doing maintenance and construction work on church property.
 - Coordinate permitting and required inspections for all church facilities and equipment.
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