



Building a Community to Change the World

Job Title: Office Manager

Full-time: 32 hours per week

(draft – 4/11/2024)

PURPOSE

The Office Manager will serve the church by overseeing the operations of the church office and support staff.

PRIMARY RESPONSIBILITIES

- Oversee the day to day operations of the church office.
- Prepare routine and advance correspondence.
- Prepare communication pieces for the church body.
- Functions as church treasurer in the financial operations of the church (such as working with the counting committee, payroll, making deposits, paying bills, purchasing supplies, working with financial secretary, etc.)
- Maintain the church database.
- Oversee the support staff.

SECONDARY RESPONSIBILITIES

- Works with the Finance Board to prepare the annual budget.
- Works with the church's IT professionals to maintain the IT needs of the church.
- Works with the Trustees to maintain the church facility.
- Oversee the work of volunteers in the church office.
- May be required to perform related administrative duties as directed by the Senior Pastor and/or the Elder Council.
- Other duties as assigned.

ORGANIZATION RELATIONSHIPS

- **Accountability**
 - The Office Manager shall be accountable to the Senior Pastor and Elder Council.
 - Attends staff meetings as required.
- **Board Relationships**
 - The Office Manager shall attend meetings of the Finance Board.
- **Qualifications**
 - The Office Manager shall have a broad knowledge of general office and managerial responsibilities.

- The Office Manager shall have a working knowledge of Windows, Microsoft Word, Excel, Publisher, Quickbooks, and have the capacity to learn and work with other church-related software programs.
- The Office Manager should have an Associates Degree in a clerical/administrative field or the requisite practical experience.
- The Office Manager shall have necessary administrative skills needed to train, and oversee support staff and volunteers.
- The Office Manager shall be able to maintain confidences.

POLICY MAINTENANCE

The Senior Pastor has the responsibility for the initiation and update of this job description; and with the approval of the Elder Council the Senior Pastor has the responsibility for its implementation.

STANDARDS OF PERFORMANCE

The Office Manager will have done his or her job if:

- The Senior Pastor is freed from the responsibility of overseeing the administrative needs of the church and can focus on his primary responsibilities of preaching, teaching, studying, counseling, etc.
- The clerical and administrative needs of the church are handled in a timely, organized manner.
- The financial matters of the church are handled with integrity.
- Communication and coordination with the Trustees is maintained so that:
 - The church facility and grounds are well maintained.
 - The infrastructure of the church is functioning properly.
 - The custodial and maintenance areas are properly staffed, funded, and meeting the needs of the church body.
 - The seasonal needs of the church (lawn care, snow removal, spring cleaning, etc.) are properly planned for, staffed, and met.
 - A long-term plan is in place to address the future infrastructure and maintenance needs of the church.
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