

Ada First United Methodist Church

Job Description: Church Office Manager

Title:

Church Office Manager

Position Summary:

The Ada First UMC Office Manager is responsible to the pastor for administering the business affairs of the church, including facilitating church communication, providing administrative support, managing church records, and working with church members, vendors, community and staff to achieve the objectives of Ada First United Methodist Church.

Who We Are:

Ada First UMC is a growing and forward-thinking congregation. We worship, on average, 150 people on a Sunday morning, with about 30 of those being children. We are located in a college town (Ohio Northern University). Our members and regular attenders are diverse in background, age, and socioeconomic status (including a number of university faculty, staff, and students). Affordable housing, family friendly neighborhoods and strong partnerships between the community, university, and church are a strong draw to Ada. We pride ourselves on being an intergenerational congregation with recent growth among young families, children and youth. In 2012, our building caught fire and burned. After several years of rebuilding, the current building was completed and paid in full. This church family has overcome many obstacles and is now seeking to continue Christ's work by reaching into our community, building relationships, meeting needs, and empowering individuals and families to live out their call to be disciples of Jesus for the transformation of the world.

Supervisor:

Senior Pastor and Staff Parish Relations Team

Hours:

This is a part-time position at 15 hours per week with the option to occasionally work remotely with approval from the Pastor.

Compensation:

Information available upon request.

Characteristics and Qualifications:

- Knowledge of general office procedures
- Proficiency with Microsoft Word, Power Point, Excel, email, and the Internet
- Ability to build a good rapport with the public and congregation
- Willingness and ability to work in a confidential and caring atmosphere
- Attention to detail

Tasks and Responsibilities:

Administrative Support:

- Prepare worship materials, including bulletins, liturgist readings, and post information to the church web page and social media accounts.
- Coordinate the general direction of weekday operations of the church office.
- Understand the operation of and overseeing the maintenance of office and computer equipment. Ordering office supplies as needed.
- Collect and sort incoming mail and correspondences.
- Manage facility requests and schedule both church and non-church related meetings and events (e.g. worship services, committee meetings, Girl Scout meetings, weddings, preschool events, dance classes, etc.) on the church calendar.
- Schedule and communicate with altar flower donors, liturgists, and greeters for the Sunday worship services.
- Coordinate with the Church Music Director to schedule Summer and Christmas Eve special music.
- Coordinate purchases for special seasons (Advent and Easter flowers, devotionals, kitchen and janitorial supplies, etc.).
- Produce specialized advertising materials such as flyers, postcards, raffle tickets, forms, etc. as needed for church groups.

Communications:

- Answer the church phone, greet visitors, and buzz in guests to the church building during office hours.
- Communicate calendar information to church staff and print/post copies of the calendar within the building.
- Check and respond to correspondence through email, telephone, and physical mail.
- Produce and send weekly email updates to the congregation (worship information, announcements, prayer request, etc.)
- Maintain the church mailing lists and email lists.
- Prepare, proof, and distribute weekly and special worship bulletins and bulletin announcement inserts to staff and shut-ins.
- Communicate regularly with all church staff (particularly the church custodian) and preschool staff about calendar events and needs.
- Communicate with pastor and pastoral care associate about member needs (hospitalizations, surgeries, pastoral care visits, etc.).

Managing Church Records:

- Maintain church membership records. Add information on new members, births, baptisms, transfers, deaths, committee memberships, etc. as needed.
- Prepare certificates for new members, baptisms, confirmation.
- Coordinate completion of district and conference annual reports and weekly dashboard data entry.

The Church Office Manager is responsible for performing other duties as assigned by the Pastor.

Hours, Holidays, and Benefits:

This is a 12-month, part-time, hourly position (15 hours per week). The Office Manager is expected to work three hours each weekday morning in the office, with some flexibility permitted for remote work after approval from the Senior Pastor. If additional hours are necessary, the Office Manager will seek prior approval from the Pastor to either work additional hours (which will be paid) or to staff the office with volunteers.

The church office will be closed on the following holidays: New Year's Day, MLK Jr. Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving, Friday following Thanksgiving, and Christmas. These will all be unpaid holidays. In the workweek that contains a holiday, the Office Manager may need to work more than 3 hours per weekday to complete the weekly job responsibilities. The Pastor will coordinate with the Office Manager to schedule these additional hours, which will be paid. Additionally, the office is generally closed during the week between Christmas and New Year's, with the Office Manager doing mostly remote work as needed to prepare the bulletin, check emails and voicemails, etc.

At the end of the first year of employment, the Office Manager will receive two weeks paid vacation (30 hours). This is the maximum allowed for this position. This leave will not carry over from year to year.

Sick time will be unpaid. With the approval of the Pastor, up to 6 missed hours (the equivalent of two work days) can be made up within the same week (M-F) during which the Office Manager was sick. The Office Manager will maintain a list of volunteers who can be called during the Office Manager's absence.