

Bethel United Methodist Church Staff Job Description

Job Title: Office Manager
Reports to: SPRC and Senior Pastor
FLSA Status: Non-exempt
Work Hours: 30 Hours - Mon-Fri 8:30 a.m. - 3:00 p.m.

Purpose:

The church office manager is a key staff member who provides professional office support to the congregation, the Senior Pastor and staff, the committees and ministries of Bethel United Methodist Church.

Duties and Responsibilities:

- Provide general administrative support to Bethel staff and committee chairpersons
- Interact with the public, vendors, and staff orally and in writing to respond to inquiries and gather information. Direct visitors appropriately and courteously.
- Responsible for answering phones, directing callers, and returning messages promptly.
- Sort, prioritize and distribute mail and other forms of communication.
- Check church email regularly and respond promptly.
- Coordinate and send all church communications in a timely manner, including newsletters, sympathy cards, and other communications as required.
- Maintain e-blast list current to forward church communication
- Maintain church calendar for staff, committees, and activities occurring at all areas of the church (classrooms, fellowship hall, including kitchen, sanctuary and parsonage meeting house), including meetings, programs, fundraisers, weddings, funerals, and other events as needed. Includes internal church events as well as external groups using the church facilities
- Coordinate facility requests from first time users with proper church officers (First time users is construed to be those not on the regular weekly/monthly schedule
- Contact appropriate church members / committee chairs as required for events, including funerals, weddings, and others as needed
- Complete voucher for each invoice turned in to the office, assign budget code and forward for signature approval prior to processing for payment
- Prepare monthly purchasing card reconciliation form of all purchases made on office credit card.
- Review purchasing card reconciliation form for completeness for all other church credit cards.

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- Order supplies for various departments within the church, as needed, including kitchen, janitorial, office and maintenance.
- Collect and compile data, maintain attendance and membership roll using current church software.
- Maintain BUMC staff attendance record and leave time.
- Support the Administrative Assistant in preparing, compiling, editing and publishing bulletin for scheduled church worship services, monthly newsletter, annual Antique Show Booklet and other brochures and flyers as requested by staff or committees
- Familiarize with BUMC website to ensure for accuracy.
- Work cooperatively with subordinate clerical personnel. Recruit, instruct, and supervise office volunteers.
- Ensure office coverage with approved replacement while absent.
- Sort, file and retrieve information.
- Collect money, issue receipts, and maintain records of the same, as needed.
- Maintain records for all weddings, funerals, and baptisms occurring at BUMC.
- Compose correspondence as requested.
- Order and assign weekly giving envelopes to existing and new members joining the church.
- Process all church related background checks, including Bethel staff, Sunday school teachers, VBS teachers, and Cub, Boy and Girl Scout leaders.
- Maintain a key list for all church assigned keys.
- Maintain copies of all committee meeting minutes, except SPPRC.
- Attend weekly staff meeting.
- Maintain record of all vendors, contracts, including their liability insurance.
- Maintain a clean and tidy administrative office and work space.
- Maintain office supplies and inventory and replenish within the allotted budget.
- Ensure working order and maintenance of all office equipment and schedule repairs as needed.
- Make copies of documentation upon request.
- Monitor heating schedule computer software and update as needed.
- Perform any other duties as assigned.

Requirements:

- Proficiency in computer software including Microsoft Office (Word, Publisher, Excel) a must.
- Remain current and up-to-date with all church software and upgrades, requesting training as needed.

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- Ability to communicate effectively verbally and in writing.
- Ability to multi-task and work under pressure.
- Ability to work independently, resolve complaints and problems.
- Detail oriented, accurate, conscientious and well organized.
- Ability to compose correspondence and articles for bulletin and newsletter.
- Attention to detail and follow-through on assignments and deadlines.
- A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
- Ability to maintain confidentiality regarding all matters and records, of both staff and church members.
- Comprehension of BUMC mission and goals, and willingness to actively work each day in support of them.
- Dependable attendance and punctuality
- Willing to attend continuing education, PAUMACS meetings, seminars or other training related to the position
- Reasonable amount of manual dexterity and understanding to operate, perform preventative and minor corrective maintenance on administrative equipment.
- Bachelor degree preferred.
- Three to five years prior experience with similar position in fast pace office preferred.
- Must pass a background check
- Must complete safe sanctuary training

I have read and received a copy of my job description.

Signature: _____

Printed Name: _____

Date: _____