

WARNER MEMORIAL PRESBYTERIAN CHURCH

Office Manager

Position Description – January 2021

The part-time Office Manager is responsible for representing the ministry of the Congregation to all who contact the church, and supporting the Church staff and Commission Chairs in their ministries. The Office Manager is under the direct supervision of the Pastor as Head of Staff, but also relates to the Personnel Committee.

Work Schedule

- Ordinarily the 24-hour work week (21 hours during the summer months) occurs during normal business hours, Monday–Thursday from 9:00 a.m. to 3:30 p.m. The schedule is established by the Head of Staff and the employee to best meet the needs of the church.

Duties and Responsibilities

Provide a helpful and welcoming presence for the church office

- Represent the church in an informed and courteous manner on the telephone and in email communications; maintain a professional/respectful point of contact for all who enter the church office; direct inquiries to the appropriate staff or church members.

Administrative Support

- Provide administrative support to the Head of Staff and maintain the confidentiality of the office as it serves the members and friends of the congregation.
- Receive and distribute incoming mail (physical and electronic). Download, scan and email invoices to appropriate commission chairs. Distribute and mail Accounts Payable checks after they are signed.
- Type, copy, and distribute printed and electronic materials including official correspondence, copyright filings, reports (weekly, monthly, annual), congregational mailings, the membership directory, and other materials as directed by the Head of Staff.
- Maintain and coordinate the official church calendars.
- Coordinate use of space and online platforms by church groups, the Learning Center for Young Children, and outside groups following established guidelines.
- Provide administrative support to the church Treasurer and Administration & Finance Commission as needed to conduct the business of the church.
- Keep records of worship guests and report to pastor on a weekly basis.
- Maintain the church database and keep others (Head of Staff and clerk of session) informed of changes. Distribute reports as needed. Maintain the time & talent database.
- Purchase and maintain the inventory of office and custodial supplies.
- Maintain and administer the petty cash fund.
- Prepare certificates of membership, baptism, and ordination and/or installation. Assemble information packets for new members.
- Provide administrative support to the Learning Center for Young Children (LCYC) on a limited basis throughout the year. This happens usually during the “busy” school season (beginning and end of each semester). Administrative support includes updating the

Google documents, updating the website and coordinating it with Warner's website, and administering the monthly fire drill along with the LCYC director.

Communications

- Notify Pastor and others as appropriate of serious illnesses, hospitalization, or death affecting the congregation. Notify Pastor of any crises and also share good news about the congregation.
- Produce and send out electronic communications, including the Warner Weekly.
- Upload data as necessary to website and social media sites, and assist with publicity efforts.

Worship Support

- Coordinate weekly Sunday bulletin with volunteers and staff. Retrieve copyright data from various sources to include in bulletin.
- Create the worship bulletins, inserts and PowerPoint presentation for church services.

Facilities Support

- Maintain and coordinate the door entry system. Monitor and maintain keys & key fob list.
- Supervise and share the use of office equipment. Graciously help to solve copier problems and clear jams as necessary. Maintain computer backup drive on monthly basis. Serve as contact person for copier and copier renewal (every five years) between Administration & Finance Commission and copier vendors.
- Act as an official contact for utilities providers. Under the supervision of Building and Grounds Commission, call approved service providers for facilities emergencies. Maintain the Facilities Operation Manual AKA "Red Book," which details the church building and grounds, adding pages for new equipment, as acquired. Maintain AED. Coordinate and schedule building inspections with volunteers.
- Update the "labor law wall" as required by regulations.

Perform other duties as directed by the Head of Staff.

Core Competencies

Interpersonal Skills – Has a helpful, cheerful, diplomatic, and caring positive attitude; has the ability to be flexible to changing priorities; is tactful, courteous, and clear in communications; is a team player on the staff

Trust and Integrity – Relates honestly; keeps confidences; shows good judgment in information sharing

Management Skills – Strong organizational and administrative abilities; able to plan, organize, and coordinate with others; able to multi-task and work in an environment that may have frequent distractions; effectively manages time; can work independently and organize several projects concurrently; is a self-starter

Creativity and Adaptability – Is able to help things move forward when plan A does not work

Software and Office Equipment Knowledge – Experience with Word, Excel, PowerPoint, Zoom, Google Docs, Vimeo, and design/page layout software expected; ability to manage church software database and update publicity outlets; comfortable learning new software applications and packages; troubleshooting skills with office equipment

Reliability – Is punctual and shows good follow-through on projects; works independently but knows when to ask for direction

Organizational Commitment – Commitment to the vision, mission, and values of Warner Memorial Presbyterian Church