

Ballston Spa United Methodist Church

Office Manager Job Description

Purpose

The Office Manager position is responsible for the general operation of the church office. This person also provides support for the pastor and various organizations in the church.

Qualifications

The Office Manager must have a working knowledge of all office equipment, excellent communication and organizational skills, as well as skills required to manage the everyday aspects of the church office.

Working Relationships

The Office Manager is under the day-to-day supervision of the pastor, with the understanding that the Staff Parish Relations Committee (SPRC) is responsible for hiring, training, evaluations, and terminations if duties are not carried out in a satisfactory manner.

Confidentiality

The Office Manager is a position in which private information may be shared via verbal, written, or other methods. It is understood that this information must be kept in the strictest confidence and not shared with members of the congregation or anyone outside of the church. The church office and desktop must be free of confidential information (i.e., addresses, phone numbers, financial information, etc.) when the Office Manager leaves the office.

All concerns or complaints must be forwarded to the pastor or a member of the SPRC. These must not be shared with any other member of the congregation or anyone outside of the church.

Time Requirement

The Office Manager will work up to 12 hours each week. This is a year-round position with a flexible work schedule conducive to the pastor's work week. As the church office is only open part-time, it is important to be punctual and ensure the office is open during times posted. It is not expected that the Office Manager will work on Sundays.

Time off and remote work requests will be approved by a member of the SPRC. It is the responsibility of the SPRC to secure coverage during the Office Manager's approved absences.

Compensation

Salary will be reviewed and set on an annual basis. Fringe benefits include:

- 10 vacation days per year. This time must be used each year and cannot be accumulated.
- 5 sick days per year. This time must be used each year and cannot be accumulated.
- 10 holidays per year, if the holiday falls on a scheduled work day. These holidays include: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas day.
- Accurate records for all time must be maintained by the Office Manager and stored in the church office.
- Flexible working hours will be offered during the Christmas holiday. Based on the weekday of Christmas, the Office Manager may be offered the opportunity to work additional hours prior to the holiday to receive days off between the Christmas and New Year holiday. This must be reviewed and approved by a member of the SPRC.

Description of Duties

1. Pastoral Support

- a. Provide secretarial support and complete office tasks as directed by the pastor and in a timely manner.
- b. Communicate messages accurately.
- c. Maintain church calendar.

2. Committee Support

- a. Support publicity for church functions as requested by committees.
- b. Mail meeting notices, minutes, and other correspondences on an as-needed basis.
- c. Serve as liaison for Trustees between the Trustees Committee and hired contractors and repair professionals as requested.
- d. Provide general support to the various committees of the church, as long as this support does not interfere with other assignments from the pastor.

3. Communications

- a. Produce and distribute newsletters and bulletins in a timely manner.
- b. Assist in producing the weekly bulletin and special event bulletins, such as Christmas, Holy Week, Easter, wedding, and funeral bulletins.

4. Office Reception

- a. Receive all telephone calls and greet all visitors promptly and in keeping with the United Methodist Church's philosophy of "Open Hearts, Open Minds, Open Doors."
- b. Screen visitors for assistance.
- c. Open, sort, and distribute all incoming mail. Place mail-in donations in a secure area.
- d. Assist the membership secretary with requests for family historical documents.
- e. Regularly check voicemails and emails and respond or forward as needed.

5. Bookkeeping/Supplies

- a. Maintain membership lists in conjunction with the membership secretary.
- b. Maintain files for weekly worship attendance counts.
- c. Prepare letters of transfer when needed.
- d. Order and stock office supplies.
- e. Order pamphlets and other materials as directed by the pastor and committee chairpersons.
- f. Prepare the church's annual report.
- g. Maintain the general upkeep, tidiness, and safety of the office and supply area.
- h. Complete all required filing for the church office.

6. Other Responsibilities

- a. Have a general knowledge and understanding of church operations.
- b. Attend professional development meetings and classes as needed.
- c. Perform other duties as assigned.