

Job Description

Position: Office Manager	Reports to: Pastor
Full Time: N/A	Last Updated: January 7, 2018
Part Time: 24 hours per week	Health Benefits: No
Office Hours/Work Arrangements: The job requires that the Office Manager maintain regular office hours each week to meet the needs of the church. Any changes to the office time should be approved by the Pastor. The Office Manager will maintain a weekly record of hours worked and report to the Pastor. Schedule changes, vacation and time off should be approved by the Pastor.	
Requirements: education, work experience, certifications, etc. <ul style="list-style-type: none"> • Most importantly, this position requires the employee be called by God to support the ministries of the church. • Clear, concise written and verbal communication skills. • .Ability to learn and/or use software applications currently used by the church. • Experience in general secretarial duties • Interpersonal skills to interact with visitors, members of the congregation, church staff, and persons or agencies outside Garner UMC • Skills in supervising reception volunteers. 	
Summary of Job Function: The Office Manager is a service oriented position. It requires constant interaction with members of the church and the general public. The Office Manager should conduct him/herself in a manner consistent with the beliefs and disciplines of Garner UMC. The Office manager handles general office work and is often the person who greets and assists visitors to the church when the office is open.	
Principal Responsibilities: <ol style="list-style-type: none"> 1. Prepare Sunday bulletins, inserts, and other documents as needed. 2. Conduct correspondence by mail, email, etc., including notices of meetings, reminder of duties, congregational mailings, weekly Church Updates, etc. 3. Work with the Pastor to update the church website and update the weekly content on the Church app and website. 4. Maintain committee mailings and group lists. 5. Handle all incoming and outgoing mail including mail for preschool, scouts and Resources for Seniors. 6. Prepare January Reports and Charge Conference documentation. 7. Maintain list of keys within the key cabinets. 8. Enter, post and transfer all PushPay receipts into the database. 9. Ensure accuracy of weekly contribution receipts in consultation with the Financial Secretary, then post and transfer those records. 10. Maintain records of memorial and honorary contributions with notices to family and acknowledgement to the giver. 11. Attend all staff meeting. 12. Coordinate weekly flower calendar for worship. Order a white carnation to be placed in the Sanctuary in memory of any deceased member. Order a red rose bud vase in celebration of any birth of our church members. 13. Coordinate with the building facility manager regarding the church calendar for use of the church building and collect any associated fees. 14. Coordinate the use of church vehicles. 15. Supervise office volunteers. Volunteers produce service recordings for shut-in and other members, and prepare weekly packages for distribution. They answer phones and serve as a point of first reception for visitors. Volunteers assist with the weekly compilation of worship materials when available. 16. Membership duties which include: <ol style="list-style-type: none"> a) Handle all member transfers both in and out with letters of transfer or requesting letters of transfer. b) Prepare membership, confirmation, and baptism certificates when requested. 	

- c) Maintain membership database on both Church Windows and in written log book.
- d) Supervise maintenance of attendance records
- 17. Office Manager Responsibilities which include:
 - a) Maintain employee files and records
 - b) Track and maintain office supplies, stationery, etc.
 - c) Maintain Postal Meter
 - d) Negotiate contracts for office equipment and submit for review and approval
 - e) Submit weekly timesheets to the Pastor
 - f) Request security background checks on volunteers and staff as requested
- 18. Financial Responsibilities:
 - a) Process and mail checks
 - b) Process expenditures on VISA bill and pay the bill
 - c) Process and pay Conference Obligations on a monthly basis
 - d) Process expenditure requests
 - e) Process contributions made by mail
 - f) Prepare receipts for donated goods and services
 - g) Keep staff advised of funds in our 900 account designated to their ministry area with a breakdown of each event (ie Youth – Craft Fair, Basketball, ski trips, mission trips)
 - h) Prepare check requests for payment of invoices.
 - i) Prepare reports for monthly Finance Meetings as needed. Analyze any accounts that may have unusual expenditures or non-expenditures and supply a detailed report for that account or an explanation of account balance.
 - j) Prepare reports for Trustee Chair for monthly meetings as needed.
 - k) Prepare requested information to Finance for stewardship campaign.
 - l) Prepare and mail letters to coincide with stewardship campaign.
- 19. Perform any additional duties as assigned to him/her by the Pastor.