

JOB DESCRIPTION

# OFFICE ADMINISTRATOR

GENERAL POSITION

---

Helping to meet the administrative office needs of our church in a team based environment while serving as a friendly and helpful representative of the church and resource to anyone walking through our doors.

This is a part-time position consisting of 18-24 hours per week.

SPECIFIC RESPONSIBILITIES

---

General Administration:

- Assist the pastors with administrative needs that arise
- Assist staff with administrative needs at the discretion of the pastors

Information Services:

- Create, type, layout, copy, fold and put in any inserts for the weekly bulletin and any special bulletins
- Create PowerPoint (or other media) files for worship services weekly (coordinate with pastor and musicians) Responsible for the final copy
- Distribute other information (fliers, information sheets, etc.) in church mailboxes
- Keep the website ministries and events calendar current
- Keep the church electronic sign updated and current
- Keep church bulletin boards accurate and up to date
- Communicate necessary information to church bookkeeper regarding payments or receipts

Correspondence:

- Assist the council, clerk, pastors, committees, elders and deacons with correspondence (family visiting letters, guest pastor information, nomination letters, inter-church correspondence, etc.)

Church Record Keeping:

- Maintain an accurate record of births, deaths, transfers, etc.
- Handle preparation of certificates for baptism, profession of faith, transfers
- Maintain the church database of both member and visitor information
- Maintain the Church directory and mailing lists
- Maintain the official calendar of events and church scheduling
- Maintain church prayer chain and care district lists
- Compile statistical data regarding church membership for classis annually

Office Management:

- Answer phone – assess needs, route information or message to proper person
- Develop and maintain office policies and procedures.

- Maintain the office equipment and supplies
- Maintain a purchase order system (for committees and groups)
- Sort and distribute mail, receive parcels

Miscellaneous Publishing:

- Assist with additional publishing work for groups (VBS, Gems, Cadets, etc.)
- Church newsletter – assist others in publishing church newsletter.
- Other matters in consultation with the Senior Pastor and/or Executive Committee.

## REPORTING STRUCTURE

---

Accountability/Oversight:

- Reports directly to the Senior Pastor
- Follows the organizational structure approved by council

## SPECIFIC QUALIFICATIONS

---

Requirements:

- Secretarial/office experience and/or secretarial training
- Strong organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and general computer skills
- A desire to work with people in a multi-person office
- A relationship with Jesus Christ as Lord and Savior
- An understanding and willingness to commit to and promote the church's vision, mission, core values and strategic plan
- A willingness to pursue additional training to enhance job skills