

POSITION DESCRIPTION - CHURCH OFFICE ADMINISTRATOR

Basic Responsibilities

Performs administrative and clerical duties including, but not limited to:

- Interacting with the public, handling and directing requests and inquiries
- Preparing, editing and printing regular church publications
- Filing

Supervision - The Church Office Administrator is supervised by and responsible to the church pastor

Duties and responsibilities –

- Greet office visitors and callers, answering questions and making referrals
- Monitor answering machine: respond to or redirect messages
- Act as central information base for pastor, committee members, church members and the public
- Edit, type and print the weekly order of service and announcements insert (i.e. the "bulletin"); produce (when needed) and enclose additional inserts, e.g. One Great Hour of Sharing, special liturgies, etc., as authorized/provided by the pastor or church committees
- Compile, format, edit, fold, mail and email the monthly newsletter
- Daily pick up mail at Post Office, open, sort and distribute mail to pastor and committees as appropriate
- Maintain the church calendar
- Act as liaison for guest preachers, communicating with them about the worship service and their responsibilities; obtain and insert their information in Order of Worship
- Type church correspondence, letters and reports as needed for pastor and committees
- Communicate by telephone and/or email with committee chairs and other church personnel
- Fill out and submit purchase vouchers to financial secretary; maintain voucher records
- Organize and maintain hard copy files, computer files and databases
- Fill out forms and certificates for new members, baptisms, weddings, etc.
- Keep church bulletin boards up to date
- Order supplies and manage inventory
- Administer arrangements related to worship, e.g. attendance records, sanctuary candles, ordering baptism flowers, changing Bible marker and pastor's stole
- Provide assistance as needed with arrangements for funerals, weddings, installation and ordination of officers, receiving new members, etc.

- Email announcements and advertisements to print and radio media
- Serve as primary contact regarding church business in absence of pastor or clerk of session
- Manage and obtain service for office machines and equipment
- Put sanctuary in order each week, replacing candles on Communion table as needed
- Provide assistance to inspectors, repairmen and others in pastor's absence

Minimum qualifications

- High school degree, with administrative office training or experience; additional post-high school education is desirable
- Prior experience with operations specific to churches and church offices is desirable

Required knowledge, skills and abilities

- Commitment to absolute confidentiality regarding information relating to persons, situations, or the church
- Computer skills adequate to job requirements
- Excellent written and verbal communication skills (including telephone)
- Familiarity with general office practices and equipment (copier, fax, etc.)
- Ability to assume responsibility and act independently
- Flexibility, a positive attitude and willingness to serve are essential job requirements.

A list of procedures performed by the Church Office Administrator is on file in the church office under **OFFICE**

Reports to

Pastor