



## ST. MARK'S UNITED METHODIST CHURCH OFFICE MANAGER

7/14/22

**Accountable to:** Senior Pastor

**Purpose:** To serve the church as a team member supporting the identified priorities of St. Mark's by maintaining the church calendar, overseeing Operations Team, providing a warm welcome to callers and visitors, assisting the senior pastor, and providing general clerical assistance upon request. The work of the Office Manager supports the church in addressing its identified priorities of:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

### **Primary Duties and Responsibilities:**

#### Team Leader

1. Supervise personnel: Bookkeeper, Finance and Membership Administrative Assistant, Maintenance Coordinator, Custodian, Outreach and Communications Assistant, Tech Coordinator.
  - a. Lead the scheduling and execution of regular staff meetings and take minutes.
  - b. Coordinate job descriptions, help staff develop and carry out goals.
  - c. Conduct Annual Reviews with team members. Provide prep materials to each team member prior to meeting with them. Provide summary document for each team member's personnel file following completion of review.
  - d. Assist personnel on day-to-day basis, providing training as needed.
  - e. Cover for team members when absent due to vacation or sick days as needed.
2. Report to Senior Pastor on work and needs of team
3. Assist in the hiring of new staff by completing and maintaining background checks.
4. Assist in maintaining needed documentation and background checks for all employees.
5. Ensure staff unity and morale by creating opportunities for staff and volunteer recognition.

#### Office Management

1. Receive incoming calls/greet and welcome visitors, answer questions and provide information whenever possible. Take complete and accurate messages and route calls/visitors to appropriate staff members.
2. Coordinate, train and supervise office volunteers, in partnership with the Administrative Associate for Congregational Care.
3. Maintain the church calendar and weekly facilities-use calendar.
4. Maintain registration (names and funds) for activities at the church.

5. Maintain the calendar of van usage in partnership with the Youth Director.
6. Create and distribute calendars around campus.
7. Coordinate and follow up on room setups with Maintenance Coordinator.
8. Prepare and submit the Administrative Office budget each year, as directed by the Finance Committee, and monitor that budget throughout the year.
9. Coordinate office supplies inventory.
10. Ensure office equipment is well-maintained and serviced. Negotiate purchases and oversee functions of office machines, including postage machine, copy machines, printers, and other machines.
11. Oversee functions of the telephone system including maintaining the emergency line.
12. Manage the incoming and outgoing mail.
  - a. Sort incoming mail.
  - b. Print envelopes for Holiday and Special bulk mailings, delivering to bulk mail office as needed.
  - a. Recruit and coordinate volunteers for mailings.
15. Periodically tidy/change bulletin boards.
16. Maintain organization and cleanliness of front office, conference room, and work room.
17. Oversee the scheduling, training, and use of the St. Mark's kitchen (non-commercial) as described in the St. Mark's Kitchen Manual and in partnership with the Board of Trustees liaison.
18. Assist Pastoral Staff as requested in administrative work.
19. Assist with Worship planning and execution including communication and bulletin preparation, in partnership with the Administrative Associate for Congregational Care.

**Physical requirements:**

1. Light work requirement, with frequent (1/3 to 2/3 of the time) bending/stooping, carrying/lifting, handling, hearing, keyboarding, kneeling/crouching, reaching, rotating, seeing, sitting, standing, talking, video display terminals, walking.
2. Occasional (up to 1/3 of the time) climbing, feeling, pushing/pulling, stairs/steps.

**Environmental Conditions:** Work is predominantly inside and generally provides protection from weather conditions but not necessarily from temperature changes. Multiple hours spent working from computer.

**Qualifications:**

- This position requires an intermediate to advanced level of communications and administrative skills, typically associated with a minimum of 3-5 years of administrative and clerical experience.
- Proficiency in office and graphics software systems is necessary (including Adobe Creative Suite and/or Microsoft Publisher).
- People-focused and work well as a productive part of a team.
- Demonstrate strong time management skills
- Able to articulate well verbally and in print.

*Position is 25 hours per week and is not eligible for benefits.*