

## **Solon UMC Office Manager Job Description**

**Purpose:** The Office Manager shall organize and operate the church office in such a way that supports the mission and vision of the church. By employing their spiritual gifts, she/he will assist the pastor and staff in their ministry to the congregation and community.

**Accountability:** The Office Manager shall report to the pastor for day-to-day operations and Staff Parish Relations Committee for staff issues.

### **Responsibilities:**

The Office Manager is responsible for general office duties and serves as the primary office contact for Solon United Methodist Church.

### **General Church Office Responsibilities:**

- Maintain an open, inviting church office.
- Receive visitors, incoming correspondence and incoming telephone calls. Refer inquiry to appropriate person in a timely manner.
- Maintain master church calendar of events taking place in the building.
- Operate and maintain church office equipment.
- Order office supplies.
- Maintain Petty Cash.
- Maintain church bulletin boards, literature racks, and information table.
- Send weekly reminder postcards to committee members, to Sunday volunteers and to Treasure Trunk volunteers.
- Maintain a current church family mailing list and email contact list..
- Contact Trustees with facility problems such as lighting, plumbing, heating, etc.
- Website maintenance to include weekly calendar, church events, online forms, etc.
- Social Media postings
- Edit and publish the monthly newsletter
- Update and publish annually congregation phone directory.
- Edit and publish the church's own Lenten Devotional
- Mail Craft Fair applications and create brochure for annual event
- Contact and place ads with local papers for Holiday services, special events, etc.

### **Worship Responsibilities:**

- Type and print Sunday worship bulletins, special services and seasonal worship bulletins.
- Order worship supplies such as offering envelopes, communion cups and seasonal bulletin covers.
- Order seasonal flowers / palms
- Maintain pew pockets with offering envelopes, prayer cards, and sharpened pencils.
- Maintain attendance pads with attendance pages, sharpened pencils, and prayer cards.

### **Membership Responsibilities:**

- Maintain membership history as required by The Book of Discipline.
- Record weekly worship count and individual attendance.
- Prepare certificates for baptisms, confirmations and new members.
- Record small group attendance, and mission participation.

Assist Pastor in collecting information for annual Charge Conference Reports and East Ohio Annual Conference year-end reports.

**Hours:**

30 hours per week.

**Qualifications:**

Excellent communication skills

Ability to organize and prioritize

Ability to work well with others

Ability to maintain confidentiality

Knowledge of Microsoft office, including Word, Excel and Publisher

Knowledge of Church Windows a plus

Knowledge of Website / Facebook a plus

Previous general office experience and knowledge of basic office equipment

Familiarity with local newspaper and publicity helpful