

Church Office Manager Job Description

Purpose of the Position: To assist the ministers and congregation in maintaining the values and achieving the mission of First Baptist Church of Jefferson by managing the daily duties within the office as outlined within this job description. This position is not open to members of First Baptist Church.

Reports to: The Pastor and the Personnel Committee

Time Commitment: A salaried position of 36 hours per week. (Monday-Thursday, 8:30 – 5:30, Friday 8-30-12:30)

Evaluation: Job performance will be evaluated yearly by the pastor and presented to the Personnel Committee for review.

Essential Skills and Education

The ideal candidate will have a minimum of an associate degree from a college or technical school. This individual will be skilled in Microsoft Office and enough computer knowledge to learn other church-based software.

Essential Responsibilities:

Office Administration

- Maintain consistent church office hours, arriving to work on time, scheduling lunch at the same time and scheduling errands around times when others can cover the office.
- Maintain proper phone and office etiquette, assisting the membership in a loving and caring way; maintain a positive image through appropriate attire.
- Screen, act on or appropriately redirect incoming calls, emails and correspondence in a timely and accurate manner.
- Screen those to come to the office; learn protocol for members/nonmembers having access to the pastor and other staff members.
- Ensure that the office imparts a clean, organized and clutter-free first impression.
- Help staff members, various committees, and church members as needed.
- Prioritize work and workflow based on pastor's needs and requests.
- Deal with contractors or others working on church property, communicating with them as needed, and connecting them to appropriate church staff or members.
- Order/maintain supply of office/administrative/church supplies, taking care to be a good steward of funds. (phone system, printer, cleaning supplies, etc.)
- Order the brass memorial plaques from Evans Funeral Home for All Saints Day.

- Become knowledgeable of the Personnel Manual and the Church By-laws.
- Become a Notary Public

Clerical

- Maintain a working master church calendar and distribute promotional information for events as requested by pastor, staff, or leaders of the church.
- Keep an ongoing list of homebound members and special needs (i.e. hospitalized patients, recent deaths and births and other important events) and update bulletin lists accordingly.
- Keep an updated directory (phone numbers, addresses, email addresses, etc.) list of staff and congregation information.
- Keep records of deacon minutes both filed and scanned.
- Produce, print, and fold order of worship for services.
- Scan and file important correspondence, reports, vendor information, contracts, letters, etc. Keep hard copies when necessary.
- Prepare deacon sample ballots and actual ballots.
- Pick up the mail at the post office weekly or see that a staff member picks it up.
- Keep copies of personnel files in a secured drawer in the office.
- Scan and file yearly Housing Reduction Agreements by staff.
- Maintain an up-to-date record of sick leave and vacation time used of each staff member along with signed leave forms by the Pastor.

Technology Responsibilities

- Manage various online accounts and software used by the church and keep records updated: Google, RightNow Media, Pushpay, Power Church, etc.
- Proof and complete the weekly Newsletter posting it on church app, website, and email.
- Learn app and website software along with new technologies and software. Keep them updated and help train staff and congregants as needed.

Confidentiality

- Keep pastor and staff informed in a timely manner of all special needs of members, such as hospitalizations, accidents, deaths of loved ones, and births of children.
- Maintain confidentiality on issues that involve staff and members of the church that is not public knowledge; do not engage in gossip.
- Protect all sensitive and personnel information (such as giving records) of the church members and make sure that the Office Computer stays properly backed up.

Time Off: Vacation, sick, personal and other leave is outlined under the “Benefits” section of the Church’s Personnel Policies. Any leave must be approved by the pastor

and coordinated with the rest of the staff's leave time. A notice of vacation leave must be given and approved with as much notice as possible so a qualified replacement can be found.

How to Apply: Please submit a resume to Michael@fbcjefferson.org. The resumes will be reviewed by the Personnel Committee and some applicants will be called for an interview. The goal is to fill the position by November 1.