



Emmanuel Lutheran Episcopal Church Job Description

Title:	Church Office Administrator
Reports To:	Clergy / Leadership Team President
Status/Hours:	Part-time, approximately 20 hours per week. Additional hours may be needed for special events
FLSA:	Non-exempt
Date:	March 2023

Position Purpose

The Church Office Administrator is responsible for overseeing the operation of the church office and performs the general clerical duties to support the church, Clergy and the Leadership Team. This position includes both routine work such as general administrative duties, answering the phone, email communications and general correspondence as well as assisting in projects. The Church Office Administrator works under the general supervision of the pastor and the Leadership Team President or their designee.

Key Accountabilities

General

- Answering all communications including phone calls, email and responses to voicemail messages in a timely manner.
- Receive and assist all visitors in a cordial and professional manner.
- Respond to emergency situations and refer to the appropriate resource.
- Create, print and distribute the weekly Sunday bulletin as appropriate.
- Maintain all church membership lists such as email, telephone, address.
- Update the church website as needed.
- Maintain inventory of office supplies and purchase as necessary.
- Maintain master calendar of all activities of the church and Bridging the Gap Program. Work to implement an online electronic calendar, i.e. Google Calendar.

- Maintain church records, including information needed for the congregational meeting and the annual reports to the Episcopal Diocese and the Lutheran Synod. These records include such things as monthly Leadership Team minutes, financial reports and other official documents. Records will be maintained both electronically and in hard copy.
- Assist in maintaining building security by checking doors, windows, thermostats and lights.
- Attend regularly scheduled meetings with the Clergy and general staff meetings.
- Record and secure all donations that arrive outside of Sunday services.
- Coordinate with the Sexton all activities taking place during the week and associated set up and other needs.
- Obtain music and print copyright information and include it in publications. Report copyright use through Emmanuel's licensing subscriptions.
- Keep all bulletin boards up-to-date.
- Collect timesheets of all staff and email report of hours worked.

Annually

- Gather and distribute annual meeting reports two weeks before the Annual Meeting to the congregation.

Emmanuel Discretionary Fund Management

- Work with Emmanuel Clergy to administer the program.

Other Duties

- Prepare and distribute Worship schedules in quarterly increments.
- Contact people for repairs, plowing, trash as needed.
- Track and maintain records of key distribution for the church building.
- Prepare bulk mailings as needed.
- Track memorial donations and send Thank You letters.
- Maintain office equipment and contact service technicians as needed.
- Schedule advertising in local newspapers as needed.

Computer & Technology Use

Proficiency in Microsoft Office Suite, Google Suite, email, website software and other programs as necessary.

Degree of Independent Action Performed

- Expected to perform routine work independently following established written and oral procedures as directed. Refers situations or problems not covered by set practices to the Leadership Team President or Clergy. To great extent, exercise independent judgement in accordance with established policies and procedures.

Direct/Indirect Reports

None

Internal & External Contacts

Contact with Clergy, church leaders, Bridging the Gap staff, parishioners, visitors, repair providers, other community organizations and churches.

Position Requirements

Education

- High school diploma or equivalent required; relevant experience may be substituted

Experience

- 1-2 years of experience in running an office and supporting leadership.
- Experience in updating a website or the ability to learn the software.
- Previous church office experience helpful, but not required.

Skills & Knowledge

- Strong interpersonal skills. Must be flexible, collaborative, and have a positive attitude.
- Strong organizational and planning skills; keen attention to detail necessary for successful documentation, planning, and execution of projects in a timely manner.
- Must be reliable and responsible for completing assigned tasks.
- Ability to work independently and handle multiple priorities with minimal supervision.
- Strong customer-service skills.
- Proficiency with Microsoft Office and computer systems; familiarity with MailChimp a plus.
- Willingness and ability to learn additional applications as needed.
- Analytical and problem-solving skills to determine needs for church office activities.
- Ability to work independently and handle multiple priorities with minimal supervision.
- Ability and willingness to work weekends, evenings and other non-traditional schedules.
- Demonstrated commitment to practices in equity, inclusion, access, and anti-racism.

Working Conditions

Environment

- Office environment in a Church building.

Equipment Used

- Computer, telephone and copier.

Travel Requirements

- None

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to sit in a normal seated position for extended periods of time.
2. Reaching by extending hand(s) or arm(s) in any direction.
3. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.
4. Communication skills using the spoken and written word.
5. Ability to see with normal parameters.
6. Ability to use a visual display terminal with continuous wrist movement on a keyboard.
7. Ability to hear within normal range.
8. Ability to lift and transport up to 25lbs without assistance.
9. Occasional light lifting or carrying (overhead, waist level, from floor); bending.

Additional Requirements

None known

The above is not intended to list all possible essential functions or requirements as they are subject to change. Emmanuel reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment.

Reasonable accommodations may be made to enable individuals with disabilities to meet these conditions.

Supervisor's Acknowledgement of Job Description Accuracy:

Supervisor Name (Print): _____ Date: _____

Signature: _____

Employee's Acknowledgement of Job Description Accuracy and Understanding of Job Duties and Accountabilities:

Employee Name (Print): _____ Date: _____

Signature: _____