

# Trinity Church

## Office Manager Position Description 2020

### POSITION SUMMARY

The office manager has primary responsibility of oversight of the office. This position also ensures timely and accurate administrative support for the lead pastor/executive director.

Position Title: Office Manager

Classification: Part-time, salaried, 30 hrs./wk

Accountable to: Lead Pastor and Executive Director

Education: Bachelor's degree preferred

Experience: 2-4 years related experience

### RESPONSIBILITIES

#### **Administrative Assistant to Lead Pastor**

##### Session

- Prepare and organize documents for Session meetings
- Communicate necessary information to Session members per pastor's request
- Monthly Clerk's Report
- Maintain Rolls

##### Administration

- Handle incoming phone calls
- Creates correspondence
- Maintains organized files
- Maintains pastor's weekly schedule and calendar
- Manages Pastoral expenses and reimbursements

##### Congregational Care

- Keeps pastor informed of critical congregational issues/needs
- Assist with caring for critical congregational issues/needs
- Oversee funeral arrangements/luncheons and memorial services
- Administration and liaison for deacon ministry i.e. pastoral care, communion, deacon fund, parish formation.
- Coordinate New Leaders Training Classes
- Mail Marriage certificates
- Maintain Member's files

##### Denomination

- Liaison between lead pastor, EPC headquarters and Presbytery (quarterly)
- Organize travel and accommodations (annual)
- EPC Reporting (annual)
- Process Letters of Transfer (annual)

## **Administrative Assistant to Executive Director**

### Office Management

- Handle incoming phone calls
- Creates correspondence
- Maintains organized files
- Maintains and schedules Executive Director's weekly schedule and calendar
- Manages Executive Director's expenses and reimbursements

## **Office Manager**

### Office Management

- Provide responsible oversight and management of the Administration budget
- Develop Christ-centered, healthy culture of office staff
- Oversee office celebrations and all staff fun/growth opportunities

### Communications

- Coordinate all staff meetings, ministry staff team (MST) leaders meetings, admin team (AT) meetings
- Assist with the editing of social media, marketing and communications
- Increase development communications – quarterly letters mailed out

### Human Resources

- Handle all human resource responsibilities related to ordained, program and support staff in conjunction with Executive Director
- Assist Executive Director with confidential HR information and personnel and policy procedures, protocols and policies and miscellaneous confidential staffing issues
- Assist with performance reviews – 3x a year process
- Oversee management of staff calendar
- Follow up with all applicants for job postings
- Implement equitable and motivational perks for hourly staff