

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
- Organize travel and accommodations
- EPC Reporting (Annual)
- Process Letters of Transfer

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

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

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

Operations

- Assist with data maintenance for property management in conjunction with Executive Director, Custodian, Kitchen Coordinators and the Building and Grounds Elder
- Assist with property management/operations as needed
- Insurance liaison
- Assist with Fiscal Budget process
- Assist and work with Staff Accountant as needed
- Responsible for Trinity's ChMS
- Assist with financial campaign or giving opportunity for facilities
- Assist with creation of agenda for Ministry Staff, COTF, and Strategic Partners meetings

Outreach

- Assist Executive Director with Outreach project administration
- Track payment and forms for Outreach projects
- Coordinate Food Pantry devotional
- Assist with Church Life Retreats (Men's, Women's, Youth, Young Married, Camping with Dad, etc.)