

**Position Description for
Office Manager
At University Christian Church, Muncie, Indiana**

FUNCTION

The Office Manager of University Christian Church shall be responsible for administering the tasks and functions of the church office and in assisting the Ministerial staff as directed by the Senior Minister. In addition to these duties, the Office Manager will also be responsible for delegating or communicating tasks to volunteers.

QUALIFICATIONS

The ideal candidate will have the following qualifications:

1. A strong and growing faith in Jesus Christ
2. Maintains a professional appearance
3. Excellent interpersonal skills
4. Ability to maintain confidentiality
5. Strong typing and computer skills, particularly in Microsoft Office programs, and ability to be trained in other programs such as Servant Keepers
6. Good organizational skills, with ability to multi-task, prioritize projects, and remember details
7. Command of English composition, punctuation, and ability to proofread
8. Gives attention to detail with an eye for excellence as well
9. A self-starter with a good work ethic and accountability
10. A team player with a teachable spirit who can also work independently without supervision
11. Willing to work at an appropriate pace in a variety of circumstances with composure and flexibility
12. Ability to lead and train Volunteers

ACCOUNTABILITY

First and foremost, the Office Manager is accountable to God and must answer to Him regarding personal conduct and job performance. In addition, the Office Manager will work with and under the supervision of the Senior Minister to fulfill the duties outlined in this document, and will be accountable to the Elders for overall job performance.

RESPONSIBILITY

Daily Responsibilities:

1. Answer phone, distribute mail, and serve as receptionist, with a focus on protecting the time of the ministers.
2. Type correspondence, reports, etc. for Senior Minister, and as time permits for other ministry staff.
3. Transcribe for Senior Minister upon request.
4. Make sure all lights and office equipment are turned off at the end of the day and office and outside door are locked.
5. Send prayer requests out through the email prayer chain.

Record Keeping:

1. Keep newsletter and other mailing lists neat, accurate, and up-to-date.
2. Keep attendance, membership, prospect, offering, and all other church records, neat, accurate, organized, and up-to-date.
3. Keep all other church files and information neat, accurate, organized, and up to date.
4. Process baptismal certificates and see that they are signed and included in new member packets.
5. Weekly record Sunday School and Worship attendance onto Servant Keepers.
6. Coordinate scheduling of events on official church calendar.
7. Ensure that church website and Facebook content is current, complete, and accurate.
8. Collect necessary information and assemble an annual report.
9. Maintain the shepherding system by submitting absentee reports, adding new members to a flock, passing shepherding information on to the appropriate Elders, and logging data as to where people are willing to serve.

Financial Responsibilities:

1. Check credit card statements and turn them in to the treasurer. Notify Senior Minister at once if there appear to be discrepancies or irregularities with the statements.
2. Assist in distributing and collecting vouchers to be turned in to the Treasurer.
3. Maintain petty cash.
4. Make sure any funds that come into the office are properly marked and turned in to the Financial Secretary. This would include Sunday School offering, CABF collections, offering envelopes that are mailed or brought to the church office during the week, rental money for building usage, etc.)

Outreach Responsibilities:

1. Send letters from the Pastor to first time visitors.

2. Add prospects to the mailing lists, and maintain all prospect records.
3. Process new member packets and send new member letters from the Pastor.
4. Assist Outreach Team in making sure new member packets are fully supplied.
5. See that new members are photographed and that their pictures are put on the new member board and added to the pictorial directory pool.

General Office Operation:

1. Submit an annual office budget, and order all office equipment and supplies within approved budget.
2. Keep office neat and in order and make office an efficient and pleasant atmosphere.
3. Maintain copier and other office equipment.
4. Do special projects for Senior Minister as needed and for other ministerial staff and church volunteers as time permits (e.g., Welcome to UCC booklets, Elder's Vision Retreat booklets, special mailings, etc.).
5. Prepare Power Point Slides for Sunday morning announcements and for Sermon Outline.
6. Set up coffee pots for Sunday mornings.

Publications:

1. Compose and type articles, design and print the newsletter.
2. Recruit and supervise any volunteers that may be used for the folding and/or mailing of the newsletter.
3. Post newsletter online and mail newsletter at the post office.
4. Compose, type, and print the Sunday bulletin, including prayer list, and any other inserts.
5. Type and print programs for special occasions and special worship services.

Interpersonal Relationships:

1. Be an example of Christ in faith, speech, and conduct at all times.
2. Regard other staff and church members with respect.
3. Express confidence in colleagues publicly and often.
4. Give criticism personally in a Christian manner.
5. Be dependable and prompt in attendance at church office during assigned hours, working 35 hours per week.

Salary will be commensurate with experience and qualifications.

To apply, please submit a cover letter, resume, and three references to:

steve@universitychristianchurch.com