

# Office Manager

*Status: Part-Time, Salaried*

## **Mission, Vision, Strategy and Values of Motion Church**

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Motion exists to help people move from where they are to where God wants them to be. We do this by helping people know God, find freedom, discover purpose, and make a difference.

Our vision is to impact the culture of our communities with the life-changing message of Jesus. We will be a key influencer in every community in which our people live and work, changing the culture and atmosphere to reflect the kingdom of God. We are a bright light in a dark world. We will champion the cause of the local church, globally. We will plant churches, campuses, and ministries in our city and around the world. We will be innovative, creative, and Spirit-filled in order to go beyond limitations in reaching every person with the message of salvation.

## **About This Role**

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The Office Manager oversees the business operations of Motion Church which includes being responsible for the financial operations, facility management, administrative duties and event coordination.

## **Primary Responsibilities and Tasks of the Office Manager**

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- Maintains employee files including employee documents, payroll information, employee reviews, and vacations.
- Keeps records of lease agreements, files paperwork with state and government agencies.
- Secretarial support to pastoral staff. Help with correspondence, telephoning, and any other tasks that might be done to assist.
- Checks mailbox, sorts mail, answers phone and voicemails.
- Maintains an Office Procedure Manual.
- Works with CPA to ensure that we have proper and accurate bookkeeping. CPA manages bi-monthly payroll and reconciling bank accounts.
- Provides weekly and monthly reporting to Lead Pastor of financials.
- Oversees the Admin teams responsible for the collection and documentation of all giving.
- Utilizes Planning Center Resources to keep track of church resources and room scheduling.
- Works with cleaning company to make sure that weekly cleaning is done satisfactory. schedules cleaning company or teams to clean for special events.
- Recruit and oversee leadership of administrative teams including, but not limited to: weekend service admin team, worship guide preparation team and volunteer office help.
- Responsible for setting up registrations for church events.

- Keeps membership database up to date and accurate. Maintain records of commitments, baptisms, dedications, wedding, membership and attendance.
- Prepares written and digital fill in blank notes of sermons for Sunday's.
- Oversees workflows.

## **Strengths & Skillset**

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1. Strengthsfinder Options: learner, achiever, discipline, analytical, arranger, developer, responsibility
2. A multi-tasking team player with a positive attitude and strong interpersonal skills.
3. Must have a working knowledge of Quickbooks, Microsoft Excel, Microsoft Word, Google Docs, Google Sheets, Google Forms.
4. Must have a clean public appearance.
5. Demonstrates an ability to problem solve and anticipate needs.

## **Your Team**

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This position reports to the Lead Pastor.

This position will work with and develop a team underneath them to include but not limited to Facilities Manager, Bookkeeper, Events Director, Admin Team Director and IT Director.

## **Personal Responsibilities**

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In addition to the responsibilities and duties of the role of Office Manager, this person is expected to participate in the life of the church, demonstrating support for the vision.

- A staff member is expected to participate in or lead a Connect Group each semester.
- A staff member is expected to serve on the Dream Team.
- A staff member is expected to point people to Next Steps.
- A staff member is expected to regularly invite people to church on Sundays.
- This is a part-time salary position.
- This position is required to participate in the weekly staff meeting.
- This position reserves a high level of confidentiality.
- This position requires a combination of organization and flexibility.
- This staff member is held to the standards outlined in the employee handbook.
- Staff members may be asked to show up early or assist with certain events outside of office hours.

## **Your Schedule**

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This is a part-time, salaried position around 20 hours a week with 3 days spent in the office/church and another day in a flexible working location. You may travel 10-15 nights per year for retreats or conferences.