

French Creek Lutheran Church

Position description: Office manager, 15 hours/week, 12-month appointment

Reports to: in general administrative matters - pastor; in bookkeeping matters - council treasurer.

Updated September 2021

Summary: The Office Manager of French Creek Lutheran Church will work to support the ministry of the congregation and pastor through organization and operation of the church office and communication channels

Duties and responsibilities:

Daily: General administrative duties

- Be a welcoming presence, answer phones, check and respond to voicemail and email messages, open and sort mail. Disseminate as appropriate
- Engage in regular communication, collaboration, and project management with pastor
- Identify opportunities and make recommendations to become more effective and efficient in communication, community engagement, volunteer support and ministry

Weekly

Worship services

- Prepare bulletins, inserts and other media needed for each service
- Prepare materials needed by worship leaders
- Confirm participation of volunteers and leaders
- Record attendance, communion, and contact information from friendship pads and guest book. Relay visitor info to pastor and hospitality volunteers.

Board of Education support

- Organize and help leaders with materials as needed
- Coordinate volunteers

Communication

- Collaborate with leaders on the management of Web, social media, calendar, e-mail, and other means of communication and promotion of church activities

Bookkeeping

- Ensure timely payment of bills under supervision of elected treasurer
- Record memorial gifts

Monthly

Council support

- Prepare materials for monthly meetings
- Follow-up on council actions

Communication / administration

- Prepare and distribute monthly newsletter
- Maintain church official record book and member database

Bookkeeping

- Monthly audit meeting with treasurer. Prepare financial statement for council report

Annually

- Support council and committees as they prepare annual congregation reports (in conjunction with pastor).

- Support council treasurer in preparation of annual financial report

As needed

- Manage altar guild supply needs
- Support work of Minister of Music as requested
- Prepare flyers and announcements of upcoming events
- Purchase/order office and worship supplies
- Prepare mailings as directed by pastor or council president
- Arrange for maintenance of office equipment
- Maintain files/records of building and facilities items; support trustees in recording and retrieving such information
- Update phone messages, church sign, local newspaper announcements, etc.

Required competencies

- Excellent written and verbal communication skills
- Excellent organizational skills
- Familiarity with word processing and database management
- Familiarity with basic bookkeeping principles
- Ability to maintain absolute confidentiality of personal and financial information
- Willingness to work within a Christian organization and interact with people whose faith impacts the service you provide.
- Ability to be self-directed and prioritize work

Desired competencies

- Familiarity with Lutheran teaching and liturgical worship (or ability to learn such)
- Experience with website and social media administration
- Experience with e-mail marketing / digital newsletters
- Skill in proofreading

Physical requirements:

- This job is primarily desk work. Ability to use a computer and phone for long periods of time is required.
- The workspace is not handicapped accessible. The ability to navigate stairs and narrow hallways is necessary.
- Occasional need to drop off materials at the post office or purchase supplies. Need to drive personal vehicle or obtain a ride and haul materials. Mileage is reimbursed.

To apply, please send a letter of interest and resume to pastor@frenchcreeklutheran.org