

OFFICE MANAGER

Position Summary:

Responsible for the efficient operation of the church office. Responsible to the pastor and evaluated and reviewed annually by the pastor and staff support committee. Interacts with staff, members, and visitors.

Work Schedule:

Part-time, approximately 24 hours per week.

Essential Duties, Tasks, and Responsibilities:

- Receive phone calls, manage voicemail system, maintain office email account, maintain master calendar
- Respond to inquiries, greet visitors to the church office, maintain relationships with outside vendors
- Serve as a central point of communication for staff, members, and visitors
- Provide clerical support for the pastor, staff, church council, and team members
- Operate cloud-based church management and accounting systems
- Maintain up-to-date database of contact information for church members
- Maintain up-to-date background checks for staff and volunteers
- Maintain church financial records with the Financial Secretary and Church Treasurer
- Generate financial reports for committees
- Process all parish bills and generate checks for bill pay, reimbursements, and payroll
- Update website, electronic sign and Facebook content (other social media as directed)
- Create projection slides for worship using relevant software
- Produce bulletins for all regular and special services, including funerals and weddings
- Produce weekly email communication to members and community
- Produce and distribute monthly newsletter
- Produce church directory as directed
- Compile monthly document packet for church council meetings
- Compile annual congregational report for distribution prior to annual meeting
- Submit annual report of the congregation to the Northwestern Ohio Synod office in collaboration with the pastor
- Maintain written and electronic parish records, including membership records, attendance, baptisms, confirmations, weddings, funerals, reports, and other relevant documents
- Collect mail on business days and run errands as needed
- Inventory and replenish office, pew, and ministry supplies
- Keep all office equipment in good working order and maintain equipment service log
- Issue keys

- Coordinate rental of the Fellowship Hall and Christian Center and communicate rental policy and facility usage procedures
- Responsible for “petty cash” box
- Insure timely submissions to local media regarding church events as directed
- Attend staff meetings as directed
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Proficiency with software and technology, including Microsoft Office Suite, cloud-based church management and accounting systems, other software applications, email, web browsing, and social media
- Ability to work with Mac and PC computers and software
- Competency in general office skills
- Highly organized, detail-oriented, and capable of efficient and effective administrative support
- Ability to carry out verbal and written instructions
- Ability to communicate effectively (verbally and in writing)
- Ability to initiate, delegate, and complete assignments in a timely manner
- Ability to prioritize responsibilities and meet deadlines
- Self-starter who works well independently and as a team member
- Professional appearance and conduct expected
- Ability to work well with the pastor, staff, members, and visitors
- Respect for confidentiality is mandatory
- Commitment to support the mission and ministry of the congregation

Minimum Qualifications and Salary:

Minimum associates degree preferred. Ability to work with computers and software programs required. Additional education or training in various office and computer skills desirable. Hourly rate \$12.50

Benefits:

24 hours paid vacation after 6 months employment in the first calendar year of employment and then 48 hours paid vacation per calendar year in following years, not to be accrued. Compensated holidays include New Year’s Day, MLK Jr. Day, Easter Monday and Tuesday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and 2 additional float days. 24 hours sick leave after 6 months employment in the first calendar year of employment, 8 hours of which may be converted into personal time off, not to be accrued. 24 hours sick leave per year in following years, 8 hours of which may be converted into personal time off, not to be accrued.

Regular Office Manager hours 9:00AM—3:00PM Monday- Thursday.

The office manager will give notice of termination of employment at least 30 days in advance. Zion Lutheran Church will give the office manager 30-days notice in the event of termination of employment.

Applicants may not be members or relatives of a member of Zion Lutheran Church, Huron. A BCI background check and drug test are required of the final candidate before employment will be offered.