

Office Manager

Overview

The Office for the City Road Chapel United Methodist Church contributes to the well being of the faith community by coordinating all administrative functions of the church, and working with other staff to ensure that the programs of the church are adequately communicated to church members and the broader community.

Status and hours

Full-Time, exempt, salaried employee
36 hours per week, schedule to be negotiated

Supervision

Primary: CRCUMC Sr. Pastor
Secondary: CRCUMC Staff Parish Committee

Employment Category

Administrative Staff

Requirements

- As per the Safe Sanctuaries policy of the City Road Chapel UMC, all staff members must receive a criminal background check and complete an application for employment, both of which will be kept on file in the church office.
No convicted sex offenders shall be eligible for employment at City Road Chapel UMC.
- Must be in good physical health, able to function in a demanding environment on a regular basis, and able to lift 50 lbs.
- Must be flexible and open to supervision, **recognizing that the unique demands of a church environment often require an ability to adapt as circumstances change.**
- A high school diploma and 5 years of experience in general office, facilities management, and communications are required. Preference will be given to persons with an associates degree or higher in business administration.
- Given the religious nature of the organization, the Facilities and Operation Manager should be a person of faith who is able to be sensitive to the pastoral needs of persons throughout the church and community.
- This position requires computer proficiency, including advanced skills in using Microsoft Word and Publisher, and basic skills in using Excel and Powerpoint. Preference will be given to applicants who are familiar with the ACS church management system and Wordpress

Major Duties and Job Responsibilities

- Program and Administrative Support
 - Provides phone and scheduling support to all program staff.
 - Works with the Sr. Pastor to prepare the annual Charge Conference And Year End reports.
 - Provides front line support in greeting visitors and answering phones when volunteers are not present.
 - Maintains the master church calendar, in conjunction with the program staff.
 - Works with the pastors to prepare Sunday worship bulletins and the weekly announcement sheet.
 - Purchases and maintains office supplies, postal materials, and equipment.
 - Collects and sorts incoming mail, and delivers outgoing mail to the post office. Coordinates all church mailings, working to ensure a cost effective means of mailing.
 - Works with staff to manage church communications, including the weekly announcement sheet, a weekly e-mail update, a monthly newsletter, the church website (Wordpress based), social networking, and the phone announcement system.
 - Works with the membership secretary and bookkeeper to keep the church management software current.
 - Handles special requests from committees and groups with lists, typing minutes, or processing special mailings.
 - Makes cash deposits as required.

- Facilities Management
 - Serves as the primary liaison with the church Board of Trustees (the corporate officers of the church) and works with the chair to schedule meetings, retain minutes, and set meeting agendas.
 - Serves as a primary point of contact with all vendors contracted to do work on the building.
 - Maintains the facilities schedule, and communicates building needs to all appropriate staff and church committees.
 - Works with Trustees Chair to develop the facilities budget and oversees the finances related to the operation and maintenance of the building.

- Supervision:
 - Supervises the custodial staff in the day-to-day cleaning and maintenance of the church.
 - Schedules, trains, and facilitates the work of phone and office volunteers, including volunteers who are preparing the sanctuary for Sunday worship

Working Environment/Physical Demands

The work of this classification requires some physical exertion such as walking, climbing, bending, stooping, stretching or similar activities.