

Office Manager

Job Description, May 2020

Definition

The Office Manager gives assistance to the Ministry Staff and ministries of the church to help the church achieve its goals. This person will collaborate with the Director of Communication, Technology (IT) and Administration (C/T/A) with the daily workings of the office. This person will be hired for a part-time position. The compensation package for this position will include salary and benefits.

Qualifications:

Chemistry

1. To be a team player able to work cohesively with the church, other staff and volunteers.
2. To have a pleasant and engaging interpersonal skills, possessing a good sense of humor and a positive, "can do" attitude.
3. To have wisdom to avoid settings and activities in which personal integrity and the integrity of the church could be damaged.
4. Relate positively and effectively with staff, church leadership and the congregants they serve.

Character

1. Love the Lord and have a committed, growing relationship with Him.
2. Love and respect Christ's body, the Church.
3. Understand, respect and support the theological distinctives, statement of faith and discipleship process of Bemidji Covenant Church and the ECC.
4. To have a servant heart.
5. To be a role model to other staff and lay volunteers.

Competency

1. To have a necessary training to fulfill the duties described in this job description.
2. Proficient and knowledgeable of computers and a willingness to learn new computer skills for the purpose of communications and management of systems.
3. Proficient in the use of all office equipment, including Planning Center and Database (CDM) and ability to multi-task.
4. Good social skills.
5. Experience in communication interacting with multi-generations.
6. Creative work, set priorities, create and maintain systems and motivate others.
7. Be self-initiated to pace and complete tasks independently during the week.
8. To be teachable and willing to learn on the job.
9. Have intent to seek ongoing sharpening of personal and professional skills.

Duties and Responsibilities:

Develop teams that assist you in the duties & responsibilities of the office.

- Collaborate with the Director of C/T/A with the daily workings of the office to ensure that office staff and office volunteers are helping the church achieve its goals.

- Assist the C/T/A as needed in the completion of the weekly bulletin.
- Work at the front desk warmly welcoming each person seeking guidance and direction.
- Answers incoming calls, introducing self and directing each call appropriately.
- Mail/Mail prep & prepare bulk mailings.
- Requested photo coping.
- Create sign-up sheets for activities.
- Create and prepare banners.
- Prepare and mail Welcomers and Security Team volunteer schedules.
- Assist all staff with projects, phone calls, etc...
- Assist the Pastors with weddings (i.e...scheduling of, paperwork for couples, booklets-proofing & producing).
- Assuring that all materials generated out of the church office are done with excellence and meet the requested deadlines and expectations.
- Oversee the ordering of office supplies.
- Work within the larger church staff in support of initiatives led by the Lead Pastor as appropriate
- Organization of files, filing records & Background checks
- Maintain all church records: Baptisms, Weddings, Memberships, Funerals, etc...
- Counting offerings and financial recording
- Authorized to write checks when needed.

Other Responsibilities:

- Attend weekly staff meetings and other meetings deemed necessary.
- Agree with and adhere to the employee handbook.
- Pass a background check.
- Other duties as assigned by Lead Pastor

Terms of Hire:

The Office Manager position is directly responsible to the Lead Pastor.

- Exempt, At Will, Employee of the Church
- Not entitled to paid overtime
- Removal from position is the discretion of the Lead Pastor
- State & Federal taxes are withheld from paychecks

Accountability/Collaboration

Reports to the Lead Pastor

Works in collaboration with other staff.

Hours: This person will be hired for a part-time position. It calls for working 30 hours (plus) per week. One is expected to manage their schedule professionally and accountably. Be a member or actively pursuing membership at Bemidji Covenant Church.

- **Compensation:** The compensation package for this position will include salary and benefits including vacation pay. Compensations will be discussed on an individual basis and reviewed annually as part of the setting of the annual church budget.

30+hours/week, \$17-20/hour, based on experience

Paychecks on 1st and 15th of each month

Office Space: TBD

Property: Church owned desk top computer

Vacation: Refer to handbook

Sick/Personal Days: Refer to handbook

Additional benefits: Refer to handbook

