

# Job Description for Office Manager for Hillcrest Baptist

**Job Title:** Office Manager

The following is the job description for a part-time office manager (25 hours) that would guide a potential support staff person in creating an office environment that is effective and efficient in helping the pastoral, program and volunteer staff be successful in doing their job. This is based on the expectations of the senior pastor and the leadership of Hillcrest Baptist Church.

**Reports to:** Senior Pastor

## **Qualifications:**

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord and show evidence of a mature faith.
- Must possess a love for people, energetic attitude and an outlook that sees the positive potential of people within the church and outside the church.
- Demonstrated proficiency in computer skills including Word and Excel, and adaptability to Hillcrest's Church management software.
- Attention to detail and follow-through on assignments on deadlines.
- A commitment to good interpersonal relationships, teamwork and support of church people, practice and place of ministry, and a pleasant personality.
- A commitment to confidentiality regarding all records, both of the church and staff, and the members.
- Strong verbal and written communication skills. Communicates well with church members, visitors, vendors and staff members.
- Teachable, with a desire to grow in their professional skills.
- Team player with effective relational skills (works well with others)
- Experience in recruiting and motivating volunteers, communicating project goals and positively encouraging volunteers toward fulfillment of stated goals.
- Excellent organizational skills.
- Ability to systematize and order tasks.
- Familiarity with, or willingness to learn about Congregational Care, Outreach, & Equipping Ministry.
- Ability to exercise good judgment when following general directions.
- Develop an attitude toward role as a minister of church, not merely office help.
- Demonstrate a high level of trust. (A violation of trust will result in immediate dismissal.).
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Punctuality and dependability.
- Ability to work efficiently, effectively and independently as well as with teams.
- Strong time management skills.
- Ability to multi-task; and remain flexible with schedule interruptions.
- Must be in full support of our church's vision and statement of faith.

## **Job Description:**

### **1. Maintain day-to-day operations on a weekly basis**

- Enter worship attendance in membership software.
- Prepare visitor reports and letters and notify Connections Team.
- Notify pastor, program staff, church board, lay ministries, and prayer chain leader of members who are hospitalized or disabled; births, deaths, and weddings in church membership and families of members.

- Maintain master calendar and upload calendar changes and sermon notes to the web site.
- Coordinate with facility manager about church properties use.
- Open, weed through and distribute mail.
- Update church web site as needed.
- Coordinate church ministry volunteer activities.
- Prepare bulletin information in designated format, spell-check, proofread, get pastoral approval, copy and fold weekly bulletins.
- Receives visitors (Phone and Door) to office and responds to their needs.

## **2. Maintain week-to-week operations on a monthly basis**

- Gather information, prepare, lay out and print monthly newsletter.
- Maintain and update church management program and mailing list.
- Create and send mass e-mails with PDF files attached as needed

## **3. Maintain month-to-month operations on a yearly basis**

- Preparation of annual congregational reports in conjunction with staff and volunteer members.
- Prepare and distribute address directory.

## **4. General duties**

- **CORRESPONDENCE:** Respond to individuals needing written communication. Compose letters when requested by the pastoral staff. Send letters to all first-time visitors to the church. Be sure all correspondence is mailed in a timely manner.
- **MAINTENANCE OF OFFICE EQUIPMENT:** Operate, clean regularly, and recommend to the supervisor maintenance needs for all office equipment (i.e., copier, folding machine, typewriters, computer, etc.).
- **ADMINISTRATION OF COMPUTER OPERATIONS:** Do everything possible to become a proficient computer operator. Supervise all computer-related procedures. Plan overall utilization of computer capabilities.
- **SECRETARIAL SUPPORT TO PASTORAL STAFF:** Help with correspondence, telephoning, and any other tasks that might be done to free them as much as possible to do more ministry related duties.
- **MAINTENANCE OF OFFICE FILES:** Keep all files in an orderly manner and prepare filing system directions for other users. Maintain records of baptisms, dedications, weddings, and membership and visitor attendance.
- **KEYS:** Maintain a current list of key holders and provide keys to personnel as needed. Collect keys when people leave.
- **MAINTAIN PETTY CASH.**
- **INVENTORY CONTROL FOR OFFICE SUPPLIES.** Provides an uninterrupted support of total church office operations. Orders supplies as needed.

- **BOOKKEEPING.** Maintains a complete and systematic set of records of business transactions. Balances books and prepares reports to show receipts, expenditures, accounts payable, and various other items pertinent to the operation of the church.
- **MAINTAIN PERSONNEL RECORDS.** To maintain personnel files on all personnel, pastoral and support staff as instructed.
- **OFFICE PROCEDURE MANUAL.** Maintain an Office Procedure Manual so that information as to the function of the church office is kept up-to-date and is easily accessible to others should it be needed.
- **PRINTED MATERIALS:** As necessary, update any printed materials so that information is accurate and current (i.e., Wedding application, Facility Use Forms, etc.).

**Evaluation and Compensation:**

The Office Manager works directly under the Senior Pastor, and receives an annual performance evaluation based on the review procedures for support staff. Compensation is reviewed annually.

**I have read and received a copy of my job description.**

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Employee

Date