

Genesis United Methodist Church
Part-Time Office Manager
2024 Job Description

Position Status: 30 hours per week, Monday – Friday: 9:00 a.m. to 3:00 p.m.

Salary: \$27,381 Annually

Purpose

The Office Manager is responsible for managing the daily operational business affairs of the church office, working in coordination with church leaders and staff to achieve the church's mission objectives. The person in this position will be extending the ministry of the church to the members, staff, and the community. The church office is the hub of communication, and requires efficient clerical office management and on-going evaluation for improvements in day-to-day operations. The Office Manager is also responsible for working with the pastor(s), church treasurer(s), and the accounting firm to assist in maintaining the financial records of the church. This position requires the ability to maintain the highest level of confidentiality with regards to church related matters.

Qualifications and General Understandings

- Have knowledge regarding the use of standard office equipment such as a fax machine, copy machine, and computer
- Have knowledge and skills necessary for using programs relating to word processing, database entry, spreadsheets, and financial data software
- Have the ability to create and edit written documents
- Have the capabilities of creating and maintaining social media accounts and websites, using creative programs
- Have accounting and/or bookkeeping experience
- Have a welcoming and positive attitude, as well as good communication skills, necessary to work well with the staff, members of the congregation, and the community
- Have a desire to exemplify a Christian character and manner while working
- Uphold confidentiality in all church matters at all times
- Have a willingness to learn new skills through continuing education and/or on-the-job training
- Dress in attire appropriate for a church office while at work

Responsibilities

- Serve as the receptionist for the church office, including answering the telephone, taking messages, and screening calls for the pastor(s)
- Prepare newsletters, meeting notices/agendas, and correspondence from the pastor(s) and/or church leaders
- Prepare documents and other communication, as needed, for worship services
- Promote church activities to the community through social media, the church sign, and other avenues, as deemed appropriate
- Maintain the financial contribution records of members of the congregation

- Serve as the financial secretary of the church with duties to include overseeing the receipt and disbursement of funds
- Oversee and maintain vendor relationships
- Ensure the use of updated computer programs and make recommendations when software and hardware upgrades are needed
- Maintain and purchase office supplies
- Sort incoming mail and distribute to appropriate staff and church members
- Maintain the membership records of the church and ensure the accuracy of contact information for church members
- Maintain conference records through UnityWeb
- Coordinate building usage and maintain a key registry for the church
- Coordinate and maintain a calendar of church activities

Staff Relationships

The Office Manager shall:

- serve as a member of the staff team and assume responsibility for the assignments of this position
- support other staff members in their area of responsibility
- work under the direct supervision of the pastor(s) and under the guidance of the Leadership Board

Employment Policy and Conditions

- The Office Manager is expected to work 30 hours per week, Monday-Friday 9:00 a.m. - 3:00 p.m.
- Employment and salary, which shall be remitted bi-monthly, is to be determined by the Leadership Board.
 - The Office Manager shall be entitled to 12 paid days off (PTO) per year. The PTO days do not roll over to the following calendar year. The Office Manager will not be paid for unused PTO days if he/she leaves the position before using all of the PTO days or if all of the days are not used in a calendar year. PTO days will be pro-rated if the Office Manager works less than a calendar year, based on one PTO day per calendar month. All time off shall be coordinated with the pastor(s).
 - For a new hire, the pastor(s), under guidance from the Leadership Board, shall give an evaluation at the end of a 90-day probationary period of employment. Either party shall have the right to terminate employment during or after this probationary period without cause. For non-probationary staff, there will be an annual evaluation by the pastor(s), under guidance from the Leadership Board.
 - Termination of employment by the church shall be given in writing and become effective immediately.
 - The Office Manager shall provide a minimum of 30 days written notification of resignation to the pastor(s). If any less notice is given, the employee shall forfeit that portion of the salary.
 - Genesis United Methodist Church is an “at will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. The employer has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause.

· Ultimate accountability for this position shall be with the pastor(s) and under the guidance of the Leadership Board. The pastor(s), under guidance from the Leadership Board, shall review the position of the Office Manager annually to ensure that the needs of the church are being met. The Office Manager will be invited to meet with the pastor(s) for an annual review and discuss matters of mutual concern.

· All employees of Genesis United Methodist Church will be expected to read and sign the church's *Child Abuse Prevention Policy and Procedures*. (i.e. Safe Sanctuary) as accepted by the United Methodist Church. As required in that policy, a background check will be conducted and reported by the Virginia State Police prior to finalizing employment. All employees will also be expected to read and sign the church's *Social Media Usage Policy*

· Funds may be available for training opportunities that would support the Office Manager's duties. Time away from the church for participation in training shall be arranged with the pastor(s).

Acknowledgement

I acknowledge that I have read and understand the job description for the position of Office Manager at Genesis United Methodist Church.

Office Manager

Date

Pastor(s)

Date