



Christ the King Lutheran Church

*Celebrating God's grace through acts of love and service
A Lutheran Reconciling in Christ Congregation of the ELCA*



Office Manager Job Description

HOURS: Hours should average 15-20 hours per week. While there is flexibility, there should be a sense of clear, regular hours, so the community knows when to find somebody at the church office.

QUALIFICATIONS AND GENERAL EXPECTATIONS:

- Represents the mission statement and welcome statement of Christ the King in dealings with the congregation and community members.
- Displays the ability to communicate well, both verbally and written.
- Is willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Must be ever **conscious of the need for confidentiality**. Will protect the reputation and integrity of others through strict confidentiality.
- Gives extreme attention to details with an eye for excellence.
- Is a self-starter, good at multi-tasking and prioritizing projects.
- Proficient in Microsoft Office (Word, Excel, Publisher, Outlook) with aptitude to learn new software and systems.

PRIMARY FUNCTIONS ARE TO:

- oversee all activities of the main church office, especially in the area of communication.
- assist the liaison for property management during their work hours, carrying out decisions made by the council.
- report directly to the Pastor.
- coordinate volunteers as necessary to complete duties.
- Stays familiar with current policies, procedures and programs at the church.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Receives visitors and phone calls to office and responds to needs. Develop procedure for handling visitors during office hours.
2. Prepares, proofs, prints, and disburses weekly bulletins and associated emails.
3. Manages filing systems and oversees office supplies and equipment.
4. Organizes and maintains the church calendar and provides updates to website administrator.
5. Responds to and distributes regular mail, and email.
6. Keeps accurate membership records (new members, baptisms, weddings, deaths, etc.).
7. Assists with publication of materials from the Congregational Council. That could include sending out reminders for various committee meetings.
8. Types letters and schedules for Pastor, and other things as needed.
9. Keeps computer database up-to-date. Adds new members, children, friends and those interested.
10. Prepares and collects articles for the weekly Newsletter.
11. Maintains and up-dates all standard forms and ministry literature.
12. Maintains appearance of common areas.

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13. Supervises any volunteer office staff.
14. Schedules any property vendors and manage contracts and communications, as directed by the liaison for property management. What cannot be done within normal working hours will be done by the liaison or other volunteers.
15. Manages Portico (including initiating electronic monthly payment) and communicates billing information to Treasurer.
16. Scans and forwards completed reimbursement requests and any bills not currently on Autopay.
17. Manages on-line accounts for ongoing regular monthly and quarterly bills.
18. Prepares and maintains an Office procedure and Reference manual.

This job description is not an all-encompassing list of duties. It is just a guide to help you get a good understanding of the types of tasks you should be doing each day.

Revised January 20, 2022