

## Job Description

Updated: July 14, 2021

**Job Title: Office Manager**

**Department:** Office Administration

**Reports to:** Head Pastor

**Job Summary:** Church staff and Ministry Team leader support (clerical and technical), office management and maintenance (excluding custodial), create scheduled publications & bulletins, announcements, flyers and signs as needed, maintain church database, backup for Receivables Treasurer.

**Hours Required:** 32hr/wk

**Personal Qualifications:**

Loves the Lord Jesus.

Software Proficiencies: Windows 10; Microsoft Office: Word, Excel, Outlook, Publisher; Paint, Mailchimp, Google Account Administration & Docs, PowerChurch (database), data backup systems, ChurchArt.com calendaring, Photoshop, WordPress, Canva, Dropbox, Form & SignUp creation (Google Forms or through WordPress), QR Codes.

General Office: Professional discretion and confidentiality, professional and pleasant phone etiquette; grammar, spelling, and professional & casual writing styles for letters, emails, and other writing; alphabetical/numeric filing, data entry skills, good internet security habits, good database back-up habits.

Office Equipment Familiarity: Copiers, multiline phone, fax machine, shredder.

Good organizational and multitasking skills

Maintain a professional and kind attitude; foster that same attitude in the workplace.

Able to maintain healthy emotional and physical boundaries/self-care while providing emotional and spiritual kindness and administrative support to staff, volunteers, callers, and walk-ins.

**Major Duties ((See attached for details)):**

To be a reminder of God's support and peace.

Administrative and technical help for program staff, whatever is needed.

Create scheduled and requested church forms and publications

Including: church newsletters, weekly service bulletins, event flyers, banners, newspaper ads, orders of service for seasonal services and memorials, etc

Website updates for [www.MPCLife.org](http://www.MPCLife.org)

Maintain email mailing lists, create all congregation-wide email content in MailChimp.

Manage volunteers and their assigned tasks

Keep calendars updated

Maintain church database

Maintain church MPCLife.org and social media posts on Facebook, along with

Communications Elder

Main point of contact with staff and troubleshooter for

office equipment, security, and facility issues (electrical, elevator, plumbing, etc) when a facility elder is not on the property, and Wilkinson Hall sound system and projection system during the week

Manage facility usage requests by congregation and community

Recurring, specific project support for Session, Deacons

Manage communion servers' list and monthly reminders.

Primary person answering the phone.

**Minor Duties:**

Google MPCLife account Admin work (maintain Google Groups lists, email accts)  
Office maintenance except custodial  
    water plants, decorate, clean refrigerator, de-scale coffee machine, order break room supplies  
Track and order all supplies for Office, some for Worship, Facilities (custodial), for staff, and other departments as requested  
Weekly updates of computers  
Attend weekly staff meetings and other meetings as required  
Take mail to the PO (M, W, TH)  
Be the back-up for:  
    Receivables Treasurer  
    Custodial concerns (fill toilet paper and paper towel holders, empty overflowing trashcans, etc) if custodians not on property  
Phone/address/status updates, bi-annual church directories  
Keep phone answering machine messages current, re-record as necessary

**Responsibilities often done by volunteers, overseen by Office Manager:**

Make MPC stationery, note cards, return address labels, print envelopes, business cards  
Answer phones, take messages  
Work with walk-ins  
Weekly Sunday worship attendance entry:  
    Update Attendance spreadsheet and each person's church attendance in database  
    Look for new info, people, prayer requests, and alert Office Manager  
    Track reservations (Dinner for Eight, etc)  
Clean up pews and pew pockets. Restock, sharpen pencils, replace pads, find lost items, collect trash.  
Support Children's Ministries  
    enter weekly attendance, print sign-in sheets, registration forms, etc

**NOTE:** Use of one's personal phone for work-related texts is convenient, but is completely at the discretion of the employee. **It is neither requested nor required by MPC.**

**Number of people supervised:** 5-8 (seasonal)

**Person assigning work assignments:** Pastors, Program Staff, Elders, Deacon Moderator

**FOR QUESTIONS, PLEASE CONTACT BONNIE BOE AT (805) 529-8422, X102 OR MARTY ROUSE AT [skiprouse625@gmail.com](mailto:skiprouse625@gmail.com)**

**PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO [info@MPCLife.org](mailto:info@MPCLife.org) AND [skiprouse625@gmail.com](mailto:skiprouse625@gmail.com)**