

# Lutheran Church of Our Savior

12 Franklin Avenue Port Washington, NY 11050

## Job Description: Church Office Manager

Responsible To: Pastor

Wage & Hours: Part-time, 20 Hours per week

### Job Summary

The role of the Church Office Manager is to support the mission and ministry of the congregation by supporting the work and ministries of the Pastor and the Council Officers, and by assisting other activities of the congregation, as time allows. This includes maintaining an organized and efficient office and promoting a positive working atmosphere. The Church Office Manager serves under the direction of the Pastor and with periodic review by the Executive Committee of the Church Council.

### Responsibilities

#### Supporting the Pastor, Church Council, and Congregation Members:

The Church Office Manager assists the Pastor in administrative matters creating an effective ministry including but not limited to:

- Preparing the weekly, seasonal, and other occasional worship folders and sending electronic copies of the worship folder to the Assisting Minister and the scripture readings to the lector for the worship services, (and putting a copy the scripture readings on the Lectern when different from the lectionary) in a timely manner directed by the Pastor.
- Preparing and sending out the weekly electronic newsletter.
- Maintaining the church database accurately in cooperation with the Pastor, and entering and maintaining the church membership lists, as well as mailing label and e-mail lists.
- Preparing seasonal publications, including, but not limited to the congregation's Annual Report, Membership Directory, Annual Program Booklet/Calendar, and Stewardship Appeals.
- Answering the telephone, message-taking, follow-up calls, and other ministry related needs as they arise.
- Drafting correspondence as directed by church officers, including Executive Committee Meeting and Church Council packets as directed by the President of the Congregation.
- Email information to communicate with church members and friends on an as needed basis.
- Notifying the Property Committee Chair and Council President of any building issues.
- Placing supply orders for the Paper and Personal Care Pantry and associated paperwork.
- Preparing any other resources and completing projects as directed by the Pastor, Church Officers or other congregational leaders.

#### Maintaining an organized office:

The Church Office Manager carries out some of the business functions of the church. This includes, but is not limited to:

- Paying invoices twice a month.
- Managing and ordering office supplies when necessary or requested, keeping into consideration annual budget amounts. Reporting anticipated major expenses to the Treasurer.
- Arranging for maintenance/repair of office equipment as needed.
- Providing the church accountant with documents as needed as well as coordinating with the accountant to maintain and balance the checking account and the accounts payable process, to monitor actual v. budget results and then to follow up on variances to identify issues in need of review/discussion with the Church Council and the Pastor.
- Preparing documents and analyses as necessary or as requested by the Pastor or Church Council members.

- Ensuring that files relevant to church business and building operations are organized and kept in good order for easy access for those who need to retrieve documents, including invoices and payment records, insurance documents, service contracts and inspection reports and certificates.
- Maintaining the church office and rear supply room in a clean and organized way as benefits a reception area for the church.

**Promoting a positive working atmosphere:**

The Church Office Manager is the on-site representative of the congregation in workings with vendors, community organizations, building space users, suppliers, and visitors. An attitude of respect and professionalism as well as warmth, patience and hospitality are necessary. This includes communicating effectively with members, visitors and the public at large in a clear, kind and compassionate manner. The Church Office Manager must exercise discretion regarding private information, both of individual members and the congregation as a whole. The breaking of confidence could result in time loss and hurt feelings among the Pastor, Staff, and members of the congregation.

**Compensation and Evaluation:**

- The position is for twenty (20) hours per week physically in the church office, typically four or five days a week. Additional hours may be required from time to time associated with Advent and Lenten services, Christmas Eve/Day, Holy Week, or other church calendar activity. Any weekly hours worked over 20 hours must be approved by the Pastor in advance. These days and hours when the church office will be open will be published in the worship folder, the Weekly Caller, and on the church website.
- Salary is paid on a monthly basis. The hourly timesheet must be submitted at the end of the month to the supervisor (Pastor) or President of the Congregation. The hours will be submitted on the last day of the month and the payday will be on the 5th of the following month.
- Time off must be preapproved by the Pastor, at least one week in advance.
- Payroll information will be entered by the Financial Secretary, upon review by the Pastor.
- The following days will be considered holidays for the Church Office Manager and the Church Office: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Day.
- An annual performance review will be conducted with the Church Council President and the Pastor, and the results will be forwarded to the Council.

**Required professional characteristics:**

- Self-motivation and self-starter leadership qualities, and willing to take direction.
- Attention to detail and the ability to maintain accuracy and efficiency when working and to establish priorities in performing job duties.
- Ability to organize and complete projects in a timely manner.
- Good judgement and diplomacy in handling unexpected problems and frequent interruptions.
- Commitment to healthy communication channels
- Proficiency in Microsoft Office, Quick Books, data management software, and office equipment, Social Media (Facebook, Instagram, website), basic accounting skills, comfort learning other computer programs.

This job description is an overview of general expectations of this position. It is not intended to be an exhaustive list of duties. Lutheran Church of Our Savior reserves the right to revise, change, or add job duties as necessary.

**Submit your resume to:** [lcos.officemanager24@gmail.com](mailto:lcos.officemanager24@gmail.com)