

JOB DESCRIPTION

Title: Office Manager

Purpose: To support the ministries of the John McMillan Presbyterian Church by providing clerical, computer and administrative services to the pastor(s), staff members, session, committees, and organizations.

Accountability: Reports to the Senior Pastor as head of staff and to the Session of the John McMillan Presbyterian Church (JMPC).

Responsibilities:

1. Greet people who enter the church office and answer the telephone promptly and courteously. Answer questions, direct calls, and take messages. Maintain confidentiality with regard to this information and other church matters.
2. Keep JMPC files, contracts, session records, committee records, mailing lists, insurance certificates and procedures information in current, well-organized and properly maintained files.
3. Provide support for office/session clerical activities using computerized office suites to type projects such as envelopes, labels, correspondence, lists, documents, databases, and mailings.
4. Maintain the weekly Worship Attendance List and statistics. Enter weekly Worship attendance in database. Keep membership information current in database.
5. Be responsible for the typing, printing, assembly/folding of weekly and special service bulletins, announcements and other materials as needed.
6. Produce monthly church newsletter (*Interface*) and *Interface Calendar*.
7. Produce annual *Church Directory* and *Annual Report*.
8. Type monthly session agenda and minutes; type committee agendas or minutes as needed.
9. Act as primary contact person for outside suppliers and contractors. Oversee the acquisition and maintenance of office equipment, supplies, custodial supplies, and kitchen supplies. Maintain a list of contractors and suppliers. Recommend procedures and cost-saving measures for supplies.
10. Sort and distribute daily mail. Take orders for merchandise and sell tickets for special events.
11. Update JMPC web site calendar, check and appropriately handle e-mail.
12. Coordinate and maintain the Building Usage Calendar.
13. Coordinate the work of volunteers helping with *The Interface* and special projects.
14. In conjunction with Session Branches, maintain organized records for equipment leases, maintenance agreements, in-house printing, the telephone system, Heating, Ventilating and Air Conditioning (HVAC) system, computer system, snow removal, lawn service, and janitorial service.
15. Coordinate the care and management of church property and facilities, including security, safety, fire and health requirements.
16. Perform clerical work for Session Branches.
17. Type wedding and funeral service bulletins and planning booklets; assist the wedding and funeral coordinator, as needed.
18. Communicate to the Building and Grounds Ministry Team or Head of Staff any facility incident requiring immediate or emergency attention.
19. Perform other duties as assigned by the pastor(s) or session.

Evaluation: Annual Performance Reviews by the JMPC Personnel Committee and Head of Staff

Requirements: This position requires proficiency with Microsoft Office 365 and computer skills generally. The Office Manager must have an attention to detail and organizational skills.