

Ministry Description
Office Manager
The Sanctuary

Position Profile:

The Office Manager will serve our church by providing clerical assistance and managing the day-to-day operations of the office.

Relationships:

The Office Manager will:

- Report to the Associate Lead Pastor.
- Assist pastoral staff whenever/however necessary.
- Communicate and cooperate with all staff, directors, and ministry leaders at The Sanctuary.
- Be an integral part of The Sanctuary staff.

Office Responsibilities:

- Responsible for Monday thru Friday office coverage (9 a.m.-12 p.m./1-3p.m.).
- Answer all incoming calls and return calls as required by ministry staff.
- Greet and offer assistance to members and guests at the office.
- Make reminder calls and/or send out reminder postcards or e-mails for seminars, baptisms, and child dedications. Follow up and prepare certificates for those becoming new members, getting baptized, and participating in child dedications, as needed.
- Work with Communications Director to create and print The Connection.
- Create CD covers for Sunday mornings.
- Create sermon notes for The Connection.
- Copy and print small group questions for The Connection.
- Type meeting minutes for all staff and director meetings.
- Coordinate all office volunteers.
- Sort and distribute incoming and outgoing mail. Seal, stamp, sort and post outgoing mail and handle all bulk mailings.
- Establish and maintain complete, up-to-date and well-organized church files.
- Help with correspondence, copying, telephoning, and other tasks that might be done to free up time for ministry staff.
- Proofread written materials by ministry staff when needed.
- Complete data entry of information received from welcome cards; send guest letters to each new guest identified.
- Maintain and church ministry calendar and post to web.
- Maintain church directory records for members, regular attendees, and guests; generate reports as needed.
- Ensure adequate supplies are on hand, including copy paper, copier supplies, envelopes, guest cards, packets, thank you packets, etc., and purchase supplies as necessary.

Financial Responsibilities:

- Process reimbursement request forms for ministry leaders.

- Track and pay church office expenses.
- Work closely with treasurer and other volunteers regarding bill payment and follow up.
- Research and recommend new business procedures, purchasing of equipment, furniture, supplies, etc.
- Open bills, print checks, update check register.
- Complete monthly payroll.

General Responsibilities:

- Work alongside pastoral staff and directors to ensure ministry excellence.
- Build good public relations with the congregation, organizations and the general public.
- Operate office machines and maintain workroom.
- Cooperate with the pastors in all miscellaneous tasks as assigned.
- Participate in consistent e-mail communication with staff and church body.

Spiritual Qualifications:

- Must have a passion for Christ and His church.
- Must be able to hold things in confidence —not given to gossip.
- Must be above reproach — a person of character and integrity.
- Preferred spiritual gifts: administration, helps, service, and hospitality.

General Qualifications:

- Skilled at using computer software, including word processing and desktop publishing programs.
- Ability to use a Mac computer and software compatible to Mac is preferred.
- Able to troubleshoot office equipment.
- Quick learner who won't make the same mistake twice.
- Flexible and able to adjust on the fly.