

Central Church of Christ
2001 East Main Street
Streator, IL 61364
815 673 1581

Job Description

Position title: Office Manager
Position type: Full Time Paid
Reports to: Executive Minister
Date created: October 2011
Employee: Debby Evans
Date filled:
Date updated:

The Office Manager is to serve in partnership with all staff, other support staff and the Elders & Deacons to assist them in carrying out the mission and goals of the church. The Office Manager is expected to contribute to the team spirit through fellowship, encouragement, cooperation, prayer support and other appropriate ways, while serving our Lord Jesus Christ and His Church.

VRT = Areas our Volunteer Receptionist Team members can assist.

Position Requirements:

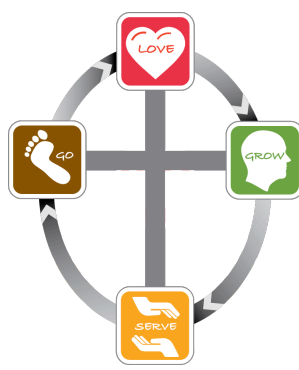
The Office Manager will have basic skills in:

- Both the Windows and Mac operating systems.
- MS Word, Outlook, Excel, and Power Point or their equivalent.
- QuickBooks software.
- Membership tracking software.
- Stays current with software that will enhance their area of ministry.
- Leadership skills, as this position will oversee the Ministry/Financial Secretary, Custodial Staff and Volunteer Receptionist Team in conjunction with the Executive Minister

General Expectations:

The Office Manager will have:

- A cheerful servant attitude. As with all jobs, this type of position on occasion will have frustrating moments
- A ministry mindset and a willingness to cooperate with the instructions of the staff ministers
- Maintain Personal integrity and exhibits honesty and trustworthiness in all aspects of the job
- Demonstrate a positive, energetic influence throughout the church
- Proactively respond to inquiries and concerns but as necessary refers to other staff.



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- Supports the mission and values of Central Church of Christ

Necessary Attributes:

- Commitment to the authority of scripture
- Relates to people with integrity and genuine concern
- Humble confidence
- Flexibility and a teachable spirit
- Loyalty
- Confidentiality with sensitive information
- Has a Christ like servant attitude to those who visit our campus

Accountability:

The Office Manager reports directly to the Executive Minister.

Responsibilities:

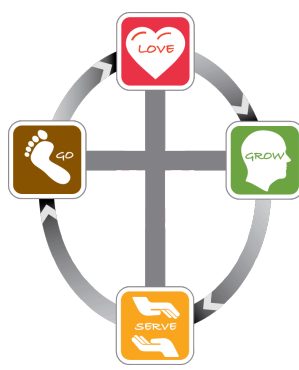
Since this position is of a supervisory nature (day to day oversight of Ministry/Financial Secretary and custodial staff) and is very task oriented, the following list is given, but it is not all-inclusive as to some of the responsibilities or oversight assignments of the Office Manager.

Publications

- * Directly oversees and produces all publications (i.e. Sunday Bulletins, The Torch, etc.) for Central Church of Christ.
- * Confers with Sr. Minister and/or Executive Minister regarding some publication content whether written or web based.

Membership Tracking Software

- Enter attendances in membership tracking software * VRT
- Add new members to membership tracking software. Record book, family cards etc. Record births, deaths and weddings in the registry under membership.
- Purge the Torch mailing list.
- Import attendances (*VRT) into the membership tracking software on a weekly basis.
- Backup membership tracking software weekly. Give copies to appropriate people as needed



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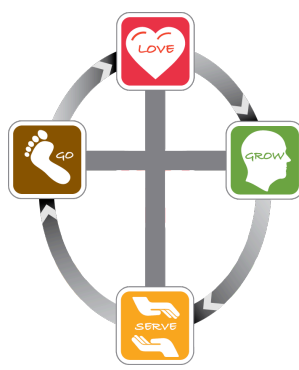
- End of the Year backups. Make sure all attendance records for the year are entered as well as all financial records totally complete. Sometimes this takes several weeks into January. Purge attendance records, giving records & deleted persons

Daily

- Open and distribute mail & go the Post Office as needed.
- Answer the phone, and forward as needed.
- Update master calendar on wall, and calendar software
- Assist visitors, such as members, salesmen etc.
- Schedules use of church facilities based upon facilities request form (when necessary confers with Executive Minister)
- Make sure Sr. Minister and Executive Minister follow their schedule by not allowing interruptions, taking their messages and making tentative appointments for them.
- Discuss with custodians needs/issues that may arise regarding facilities scheduling and usage.

Weekly

- Attends Tuesday staff meetings with direct oversight of master calendar.
- Distributes iCal calendar at staff meetings
- Rotates on a monthly basis the taking and emailing out of staff meeting notes
- Creates Baptismal Certificates as needed and gives to Dir. of Inv. Ministries.
- Assures prior weeks attendance info is entered into membership tracking software
- In conjunction with Dir. of Inv. Min. Send out new member letters and family information as needed.
- Prepare Torch before distribution.
- Make PDF file for Torch and publish to Website
- Prepare rough draft of bulletin for Tues. staff meeting
- Finish bulletin, put an attendance sheet with the bulletins and place in worship center on Friday. * VRT
- Maintain christiscentral.com website calendar and schedules.
- Schedule appointments with counselor as requested by ministers & counselor.



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Monthly

- Prepare printed calendar (maintain large calendar).
- Change Leadership Schedules. * VRT

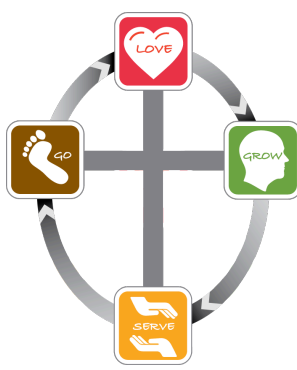
Periodically

- Process Benevolent applications and keep records with Benevolent chairman.
- Keep the website up to date as much as possible.
- Prepare nomination forms for bulletin in August. Place in bulletin for 3 weeks beginning the first Sunday in September.
- Prepare ballots for approval of budget & leadership as below.
- Announce elections: all congregation meetings need to be published in the Torch or bulletin at least 2 times. Elections are usually the last week in November or second Sunday of December (depends on the Bethlehem Walk.)
- Ask for graduate names for the Torch. (End of April/first of May)
- Print envelopes & stationary as needed
- Print Attendance Cards & cut as needed. * VRT
- Letters for Senior and Executive Ministers
- Pamphlets, inserts and design ideas
- Help other people with projects as needed or as able
- Maintain files for the church
- Schedule use of building/facilities @ request
- Send Wedding Policies out at request of ministers

Order Supplies

- Communion cups and wafers as needed
- Torch & bulletin paper
- General office supplies (shared responsibility with other Secretary)
- Easter, Christmas and Thanksgiving Bulletins:
- Candles for weddings
- Parts for the folder and paper slicer
- Postage by Phone: Order supplies & postage for postage meter
- Copier supplies and repair.

Other



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- * Participates in the annual evaluations of those this position oversees.
- * Has input in some areas of policy that relate to support staff

Bethlehem Walk – (Semi annually) * VRT

- Tickets
- Reservation List
- BW Papers
- Candy Cane papers
- Signs
- Copies of Scripts etc.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned.

I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand them.

Employee Signature _____ Date _____