

JOB DESCRIPTION LODI UMC
Office Administrator
2021

General Responsibilities

The Office Administrator final responsibility for all office output and for assuring that the clerical and administrative needs of the church are met.

Reports to - Pastor

Specific Responsibilities as Office Manager

1. Serve as receptionist for church office. This includes welcoming and providing assistance to people who come to the office.
 - a. Answer phone and emails, distribute messages; follow-up as instructed to ensure actions are completed.
 - b. Assist church members that provide service to the church (e.g., assist with making copies, locating information, ordering supplies, etc.).
2. Create and send out communications on a regular basis to keep all church members/friends connected, informed, and involved.
 - a. Create content, write articles, and edit communications (familiarity with MailChimp email service desired).
 - b. Compile communications with prayer concerns and updates two to three times per week, including one on Friday with Sunday worship information.
 - c. Generate monthly newsletter with updates from the committees/teams, the calendar, and the birthday/anniversary information (using MS Publisher).
 - d. Mail out a packet of updates and house worship materials to those without access to the Internet.
3. Promote and advertise the church programs.
 - a. Create flyers, postcards, booklets, advertisements for church-supported programs.
 - b. Create regular posts to maintain and update the church's Facebook page.
 - c. Maintain and update the church's website (using WordPress software).
 - d. Provide press releases to the local newspaper (Lodi Enterprise) as needed.
4. Provide administrative support to the parishioners and to the pastor
 - a. Send appropriate reminders/notification to the committee/team members for their meetings.
 - b. Post committee minutes for LUMC members (on bulletin board and via email).
 - c. Update and maintain permanent committee files on office computer (e.g., committee minutes, policies, Employee Handbook, Internet Use, Facility Use, SCRIP order form, job descriptions, etc.).
 - d. Order Scrip and maintain accurate accounting audits.
 - e. Perform background checks on volunteers that interface with children and youth.
 - f. Maintain membership database including demographic information, committee membership, Sunday school class lists, attendance information, and envelope numbers. Provide updated printed directory on regular basis and maintain Instant Church Directory information.
 - g. Prepare required reports (e.g., Charge Conference, report contact information to Wisconsin Conference, annual statistical reports, directories, etc.)

5. Prepare bulletins and inserts for regular Sunday worship and for special services and funerals held at the church.
 - a. Produce PowerPoint presentation for Sunday morning worship services.
 - b. Coordinate volunteer schedule for liturgists, greeters, ushers, coffee hosts, and a/v booth helper.
 - c. Print paper-copies of the bulletin.
 - d. Supply and place pew pocket items (e.g., Hymnals, Bible, Connection Card, pencils).
6. Operate the church office,
 - a. Maintain church calendar (hard copy in the office and online via Google Calendar).
 - b. Maintain inventory of office supplies (e.g, offering envelopes, paper, toner, ink, tape, etc.).
 - c. Sort incoming mail; route/post mail as appropriate.
 - d. Arrange for service on equipment as necessary.
 - e. Coordinate and produce all office mailings (e.g., contribution statements, Easter letters, Christmas letters, postcards to Sunday school, stewardship mailings, event notifications, etc.).
 - f. Recruit, train, schedule, and supervise volunteer office workers.
 - g. Coordinate facility use.
 - h. Open church as necessary to facilitate church business (e.g., meetings, repair persons, inspections, tuning piano, organ maintenance, etc.).
7. Provide administrative assistance for financial tasks.
 - a. Accurately enter weekly offerings into church finance program; balance with money counters.
 - b. Run yearly offering statements and answer related questions.
 - c. Itemize all incoming bills/packages (e.g., Amazon, etc.) to ensure treasurer has accurate records to attach with budget line items for all expenses to be paid.

Qualifications

1. Proficient in computer operation and Microsoft software including MS Publisher, MS Word, MS Excel. Ability and willingness to learn other software programs.
2. Proficient in/aptitude for computer hardware troubleshooting.
3. Proficient in social media.
4. Understanding of accounting principles and practices.
5. Demonstrated exceptional organization skills.
6. Ability to work with various personalities.
7. Ability to work independently with regular interruptions.
8. Ability to work with and maintain confidential information.

Hours

20 hours per week.