

MILTON LUTHERAN CHURCH
MILTON, PENNSYLVANIA

Updated and Approved 05/10/22 Milton Lutheran Church Council.

JOB DESCRIPTION: Office Manager

MISSION AND GENERAL PRINCIPLES:

The Office Manager is responsible for the efficient management and execution of all office administrative duties required to insure the day-to-day operations of Milton Lutheran Church. Often the first impression of the church, the Office Manager is responsible for welcoming and assisting in a friendly manner all who visit the office. The Office Manager is supervised by the Pastor and accountable to the Church Council as a member of the church staff. They work cooperatively with the Pastor, volunteers, staff, and ministry partners.

The Office Manager shall perform requested tasks and attend staff, council, and team meetings as requested. The Office Manager shall comply with any Church Safe Congregations Policy, as implemented; and provide clearances as required. (Criminal Background Check and PA State Child Abuse clearances)

WORK SCHEDULE:

The work schedule is 25 hours weekly, primarily during published office hours. The specific hours and days of the week worked shall be agreed upon by the Office Manager and the Pastor.

BASIC QUALIFICATIONS:

1. Welcoming personality, good inter-personal skills, and ability to maintain confidentiality.
2. Excellent organizational skills, and attention to detail.
3. Excellent verbal and written communication skills.
4. Ability to run office machinery.
5. Computer proficiency – including the ability to use word processing, financial, and record keeping data programs.
6. Ability to use web-based programs and/or the willingness to learn (Canva, Website Tasks, OneDrive, Office 365)
7. A commitment to faith formation and their role in ensuring the Milton Lutheran Church accomplishes its mission. A non-member is preferred.

GENERAL DUTIES:

1. Greet and welcome visitors and provide access to the Church.
2. Provide helpful and courteous assistance to all who come into the office; forward requests for help to the appropriate Ministry Team or person.
3. Answer the phone, return calls, and route messages to the proper persons.
4. Maintain the answering machine and messages.
5. Receive, distribute, and take mail to Post Office, as needed.
6. Accurately prepare correspondence, reports, and records at the direction of the Pastor.
7. Organize and maintain the office and files in an orderly manner.
8. Keep accurate journal and computer records, including baptized and confirmed membership lists, mailing lists, birthday and anniversary lists, and all related member and non-member records.
9. Prepare and distribute any newspaper notices, worship schedules for readers, communion assistants, ushers, greeters, acolytes, Altar Guild, and others, for the coming month (s) in the Newsletter.
10. Assist with the maintenance of each church's security codes.
11. Receive, coordinate, and distribute communication, including information for bulletin announcements, newsletter articles, bulletin boards and sharing between congregations.

FINANCIAL DUTIES:

1. Computer post weekly offering contributions, in accordance with reports provided by Sunday counters.
2. Receive contributions received in the office, in person, or by mail during the week and place them in the locked file cabinet or safe.
3. Prepare contribution statements and/or letters for members, and non-members, as directed by the Finance Ministry Team.
4. Accurately maintain and provide envelope mailing list and addresses to the envelope company; and distribute offering and special envelopes, as needed.
5. Collect and record monies and put in the locked file cabinet or safe and computer post all monies received by the office for special flowers, dinners, and similar requests, as needed.

6. Collect, place in the locked file cabinet or safe, and computer post Abiding Memorial and similar gifts; prepare and distribute acknowledgments of all such gifts.
7. Assist the Treasurer and Finance Ministry Team in preparing contribution reports, and other financial reports as needed.
8. Receive and reconcile the Church's checking and savings accounts; and work with the Treasurer and Finance Ministry Chair to resolve any discrepancies in the reconciliations.
9. Other financial tasks as needed at the direction of the Pastor and Finance Ministry Teams.
10. Pay Bills in a timely manner and administer financial reimbursement for St. Paul's UCC.
11. Input income/expenses utilizing Shepherd's staff or other client management software.
12. Submit payroll information for payroll processing.

CONFIDENTIALY AGREEMENT:

The Office Manager understands the sensitive nature of information concerning the security, finances, personnel, and congregational life of the Church; and she/he agrees not, without proper authority, to release or provide such information to anyone not authorized to receive such information.