

CHURCH OFFICE MANAGER

POSITION: This position is that of Church Office Manager for the First Presbyterian Church of Rolla, Missouri. This is a part-time position.

RESPONSIBILITIES: This position requires confidentiality.

The Office Manager oversees church office operations, computer services, general administrative work, purchasing and maintenance of equipment, office supplies, fellowship supplies, education curriculum and packets and envelopes for special offerings during the year.

The Office Manager coordinates church bookkeeping and accounting procedures, including preparing payroll for accounting firm, distributing and mailing paychecks, maintaining hours worked of church associates, account coding of all bills, mailing of all bills, and assisting the financial secretary concerning deposit questions.

The Office Manager assists in the preparation of the church budget, including accumulating requests, working with committees in assisting them with their budgets, and preparing working documents with the Stewardship and Finance Chair.

The Office Manager monitors the maintenance of the building and grounds assuring that the repairs and maintenance are completed.

The Office Manager ensures that the sanctuary and other meeting places are prepared appropriately for worship and other activities.

The Office Manager maintains the calendar for the church, both on paper and on line that is accessible to members and the community.

The Office Manager facilitates internal and external communications, including but not limited to: preparation of weekly bulletins, assembling a print newsletter, posting newsletters and announcements to the church web site, providing weekly articles to the Rolla Daily News, and acting as a conduit for electronic communications to appropriate church staff and members.

The Office Manager oversees scheduling, reservation of facilities, and collection of fees.

The Office Manager maintains a key register.

The Office Manager maintains record keeping for donations/contributions.

The Office Manager prepares and mails all contribution reports, and stewardship reports.

The Office Manager prepares weekly bulletins and other bulletins as needed.

The Office Manager coordinates volunteers as needed.

The Office Manager works with many individuals and groups of the church such as Board of Trustees, Clerk of Session, Pre-school, Stewardship and Finance Committee, outside accounting firm, Personnel Committee, Christian Education Committee, Deacons, Presbyterian Women, etc.

The Office Manager also works with groups outside of the church such as GRACE, Scouts, Russell House, Presbyterian Children's Services, Quilt Guild, Campus Ministry and Presbyterian Manor (scheduling with pastor memorial services, vespers, etc.)

The Office Manager will perform other duties as assigned.

ACCOUNTABILITY:

The Office Manager reports directly to and works with the Pastor.

EVALUATION:

An annual performance review will be conducted by the Personnel Committee during September of each year. The evaluation will consist of:

Self-evaluation/goal setting

Evaluation by the Pastor

Review by the Personnel Committee.

TERMS OF EMPLOYMENT:

The Office Manager shall be employed by the Personnel Committee, in consultation with the Pastor and approval of the Session for 25 – 30 hours per week. This position is considered part-time.

A review will be conducted after 60 days of employment.

Regular working hours will be established by the Personnel Committee in consultation with the Pastor.

Compensation will be determined by an hourly wage as established by the Personnel Committee with the approval of the Session. The Personnel Committee will conduct an annual compensation interview not later than September of each year to determine a recommendation for wages for the following year. Compensation raises will take into account the Office Managers performance evaluation, cost-of-living, and the ability of the church to fund a pay raise.

Standard deductions will be made for income tax, FICA, etc.

GRIEVANCES:

It shall be the responsibility of the Personnel Committee to receive and resolve any grievances relating to job performance, responsibilities and/or general suitability of the Office Manager after consultation with the Pastor.

- a. In the event that a grievance cannot be resolved by the Personnel Committee, the matter shall be referred to the Session.
- b. In the case of a grievance that cannot be resolved by the Session, the Session shall consult with the Presbytery Committee on Ministry.

RESIGNATION/TERMINATION:

- a. At least four weeks written notice must be given prior to the effective date of an anticipated resignation.
- b. Termination for cause shall be upon written notification from the Personnel Committee and will be effective immediately. Appeal may be made to the Session.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, sit or talk, often for long periods of time. The employee is occasionally required to walk, use hand to finger, handle or feel objects, tools of controls, and reach with hands and arms, including bending or stretching. The employee must be able to use a personal computer and use the telephone while typing and doing other work.

The employee is often responsible for lifting and/or moving supplies and materials from vehicles to buildings and up and down stairs – also rearranging furniture and equipment.

Specific vision abilities required by this job include vision and the ability to adjust focus.

First Presbyterian Church
919 East Tenth Street
Rolla, MO 65401
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