



Job Announcement

JOB TITLE: Dumfries United Methodist Church Office Manager

REPORTS TO: Senior Pastor

ACCOUNTABILITY: Staff Parish Relations Committee or Chairperson

CLOSES: October 13, 2023

POSITION OVERVIEW

The DUMC Church Office Manager is ultimately responsible for the efficient operation of the Dumfries United Methodist Church office. More specifically, the DUMC Church Office Manager will:

1. Have the ability to interact with the pastor, leadership board, staff, volunteers, congregation, community members, and guests, in an enthusiastic manner that is helpful, courteous, pleasant, and professional
2. Keep in strict confidence information acquired through the duties of this position, which may be personal in nature to church members and/or staff
3. Serve as the Senior Pastor's executive assistant
4. Ensure the church office runs smoothly; develop and recommend improved office procedures and systems
5. Possess the required education and skills

RESPONSIBILITIES

Have the ability to interact with the pastor, leadership board, staff, volunteers, congregation, community members, and guests in an enthusiastic manner that is helpful, courteous, pleasant, and professional. The Office Manager must keep in strict confidence information acquired through the duties of this position, which may be personal in nature to church members and/or staff.

- Present a positive "first face" of the DUMC church consistent with the love of Christ
- Be able to independently and proactively complete tasks and communicate to others
- At the direction of the pastor, manage communications on behalf of church in a respectful manner, including email, social media, electronic sign, phone, walk-ins, US mail, etc.
- Assist other staff, leadership board chairs with clerical and administrative support
- Update pastor and leadership board regularly regarding hospitalizations & illnesses
- Maintain visitation logs and prayer requests for members of the church
- Weddings: maintain wedding schedules, schedule dates on calendar, track deposits, send wedding guide, arrange for wedding coordinator, etc. as needed
- Funerals: maintain records, schedule dates, arrange for sound tech, and print bulletins, assist with contacts for music, food, etc. as needed.
- Understand confidences and use discretion in discussions of sensitive matters

Serve as the Senior Pastor's executive assistant

- Organize and schedule meetings and appointments
- Organize church office operations and procedures
- Prepare attractive and accurate weekly bulletins for worship services and other bulletins as directed by the pastor
- Assist Pastor with first time visitor contact with email, personal notes, and/or letters
- Input first time visitor information from attendance cards into a database
- Prepare attractive and accurate monthly newsletter as directed by the pastor
- Prepare special emails or mailings as directed by the pastor
- Prepare charge conference and year end reports
- Complete other duties as assigned by the pastor

Ensure the church office runs smoothly; develop and recommend improved office procedures and systems

- Responsible for the weekday operation of the church office building usage and maintenance
- Provide general support to visitors
- Make calls for routine and emergency maintenance of the building
- Prepare and log in all church vouchers, ensure they are signed by two leadership board members and submit vouchers with invoices to the treasurer for payment
- Sign all invoices and work orders and turn into appropriate financial staff as they come in
- Manage relationships with vendors, service providers, office leases, etc., ensuring that all items are invoiced and paid on time
- Maintain electronic signage
- Serve as a staff liaison to the Leadership Board and attends regular meetings as required
- Keep church calendar up to date at all times ensuring there are no conflicts in days and times when scheduling any church event and publish calendar weekly
- Collect all dates for church activities, meetings and recreational programs, making all reservations ensuring that there are no conflicts and inputting into all calendars
- Manage church calendar (paper and electronic) and event scheduling with various groups
- Coordinate altar arrangements and order flowers for weddings, funerals, holidays and other services as needed
- Monitor weekly worship attendance, generate weekly reports for giving and attendance
- Prepare certificates for membership and life events
- Process requests for membership transfers, withdrawals, etc.
- Maintain accurate membership records (including computerized database and permanent Register
- Provide necessary UMC District and/or Virginia Annual Conference reports
- Order supplies for pastor, staff and volunteers as necessary.
- Keep track of church office supplies
- Design and implement filing systems, ensure filing systems are maintained and current
- Establish and monitor procedures for record-keeping
- Ensure security, integrity, and confidentiality of data
- Maintain other files associated with duties.

GENERAL QUALIFICATIONS

- High School Diploma required, some college preferred
- Excellent people skills
- Proven office management, administrative, or assistant experience preferably in a faith-based organization
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills

- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in all Microsoft Office 365 applications, i.e., Word, Excel, Power Point, Outlook
- Knowledge of accounting, data, and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Familiarity with the United Methodist Church and its connectional structure a plus

EMPLOYMENT HOURS, COMPENSATION AND BENEFITS

Part-time 25 Hours per week, Monday-Friday 9-2

Salary, \$25,000 Annually

TO APPLY

Send resume with references and cover letter to Staff Parish/Pastor Relations Committee Chair, Ms. Eileen Thrall at wthrall@verizon.net

***Applicants may be asked to submit work samples in advance of the interviews.**