



Job Announcement

JOB TITLE: Dumfries United Methodist Church Office Manager

REPORTS TO: Senior Pastor

CLOSES: August 1, 2024

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 all stakeholders in an enthusiastic manner that is helpful, courteous, pleasant, and professional
2. Serve as the Senior Pastor's executive assistant
3. Ensure the church office runs smoothly; develop and recommend improved office procedures and systems
4. Meet the general qualifications for the position

RESPONSIBILITIES

1. HAVE THE ABILITY TO INTERACT WITH ALL STAKEHOLDERS IN AN ENTHUSIASTIC MANNER THAT IS HELPFUL, COURTEOUS, PLEASANT AND PROFESSIONAL

- 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
- 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

2. SERVE AS THE SENIOR PASTOR'S EXECUTIVE ASSISTANT

- Organize and schedule meetings and appointments for the pastor
- Type and print the weekly bulletins for worship services
- Assist Pastor with first time visitor contact information, emails, and/or letters
- Input first time visitor information from attendance cards into an attendance database
- Maintain accurate membership records (including computerized database and permanent Register)
- Prepare charge conference and year end reports
- Complete other clerical duties as assigned by the pastor

3. ENSURE THAT THE CHURCH OFFICE RUNS SMOOTHLY

- Responsible for the weekday operation of the church office building usage and maintenance
- Provide general support to visitors and staff
- 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 submit to appropriate financial staff
- Manage relationships with vendors, service providers, office leases, etc., ensuring that all items are invoiced and paid on time
- Keep church calendar up to date at all times ensuring there are no schedule conflicts

- Coordinate altar arrangements and order flowers for weddings, funerals, holidays and other services as needed
- Prepare certificates for church membership, baptisms, etc.
- Process requests for membership transfers, withdrawals, etc.
- Order supplies for pastor, staff and volunteers as necessary.
- Design and implement filing systems, ensure filing systems are maintained and current
- Ensure security, integrity, and confidentiality of data

4. GENERAL QUALIFICATIONS

- High School Diploma required, some college preferred
- Excellent interpersonal skills
- Proven office management, administrative, or assistant experience preferably in a faith-based organization
- Excellent written and verbal communication skills, time management, problem solving and prioritization 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
- 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

Please send your resume (with references) and cover letter to the Staff Parish/Pastor Relations Committee Chair, Ms. Francisca Arndellboon at farndellboon@gmail.com and Pastor, Dr. Chrystal Woodard at ChrystalWoodard@vaumc.org no later than August 1, 2024.

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