

THRASHER MEMORIAL  
UNITED METHODIST CHURCH

Job Description  
Office Manager

Reports to:           Lead Pastor  
Status:               Part-time (28 hours/week)  
FLSA:                 Exempt

**Job Summary**

The Office Manager will demonstrate a strong commitment to Jesus Christ while providing administrative support for the ministries of Thrasher Memorial United Methodist Church.

**Essential Functions:**

- Coordinate volunteers for answering phone, assembling weekly bulletin, recording weekly attendance and assuming these duties if volunteers are not available.
- Greet and welcome guests with the love of Jesus Christ.
- Manage correspondence (written and electronic), and incoming and outgoing mail.
- Maintain records for membership, attendance, life events, etc.
- Manage office supplies and equipment, including ordering supplies and coordinating servicing of office equipment.
- Perform clerical duties including attending and taking minutes for meetings, preparing, and copying materials for meetings, filing, scheduling of the church calendar.
- Financial administration including receiving monies that come in during the week, counting the weekly offering, weekly invoicing, writing checks.

**Other Responsibilities:**

- Attend Thrasher UMC staff meeting (weekly), Church Council meetings, and other meetings as necessary to provide appropriate administrative support.

**Minimum Qualifications:**

- Ability to welcome and interact with people.
- Minimum of six months experience as an Administrative Assistant or Office Manager.

**Physical Requirements:**

- Able to move freely in and out of different locations (church, homes, businesses).
- Able to speak in a public setting.

**Core Competencies:**

- Good verbal and written communication skills.
- Experience with Microsoft Office (Word, PowerPoint, Outlook, Publisher, and Excel).
- Willingness and ability to learn Power Church (church database management program).
- Ability to multi-task.
- A deeply committed Christian faith.
- An ability to keep confidences and use discretion in discussions of sensitive material.

The duties and responsibilities may change and therefore, those outlined here are not inclusive of the full spectrum of the position. The SPRC (Staff-Parish Relations Committee) reserves the right to amend this job description (after providing reasonable notification) at any time.

I have reviewed this job description and feel that it accurately reflects my duties as Office Manager.

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Signature, Office Manager

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Date