

# Oak Grove United Methodist Church

*Connect, Grow and Serve*

<b>Position Title:</b>	Office Manager		
<b>Department/Group:</b>	Administration	<b>Position Type:</b>	Exempt, 25 hours/wk
<b>Location:</b>	Oak Grove UMC	<b>Travel Required:</b>	No
<b>Position Description</b>			

The Office Manager is responsible for efficient day-to-day administrative operations of Oak Grove UMC and assisting church members, committees, and staff in achieving the church's mission objectives.

## **ROLES AND RESPONSIBILITIES**

### **Office Administration**

- Manage the church calendar, including:
  - Review room requests and assign rooms, based on room capacity.
  - Ensure the accuracy of the calendar and make process improvements.
  - Communicate room assignments (or declined requests) to requestors on a timely basis.
- Day-to-day management of information technology; security/cameras/card access (Sentry Security); and phone systems (Integrity Telcom). Work in concert with Cobb Technologies in the maintenance of our network, server, and computers.
- Compile Annual Charge Conference Report and Local Church Report to the Annual Conference, preparation of the Charge Conference Booklet; Annual preparation of Statistical Tables I, II, and III to the Virginia Conference of the UMC, including weekly data recording on Unity Web on membership, attendance, deaths, small groups, financial contributions and missions. This information will populate into Charge Conference documents and Statistical Reporting.
- Maintenance of recordkeeping and installation of software updates to the church management software, Church Windows.
- **Confidentially** maintain records to include church policies and procedures, office records, property and legal records and master calendar.
- Manage vendor relationships and negotiate services and contracts.
- Ensures implementation of church policies and procedures including working with the Trustees for emergency operations and evacuation plans.
- Process insurance incident reports and worker compensation claims.
- Other duties: proofing, editing, organizational charts, reporting copier usage and ordering supplies.
- Coordinate employee benefits, perform background checks, maintain personnel records and work with Staff Parish Committee in administering personnel policies.
- Draft messages for Church Digital Sign.
- Assist with projects as assigned by the pastor.

### **Facilities Management**

- Serve as staff liaison to Board of Trustees committee.
- Assist in general oversight and security of buildings and grounds maintenance; ensuring safe, clean and proper order of facilities including regular inspection of premises for areas of need or concern.
- Aid in development of facilities' usage policies and maintain the policies established.
- Issue church keys and key swipe cards to the Card Access program to employees and authorized users
- Respond to office and ministry service and maintenance requests.
- Assist trustees as needed with facility and property needs.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree preferred or equivalent experience in administration or related fields
- Demonstrated proficiency in Microsoft Office

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## PREFERRED SKILLS

- Independent, decisive, and comfortable with decision-making
- Effective delegator
- Confident, self-motivated, excellent problem-solving skills
- Cost-conscious

## MISSION OF THE CHURCH

***WE WILL BE THE BODY OF CHRIST IN OUR COMMUNITY BY “CONNECTING WITH GOD”, GROWING IN DISCIPLESHIP AND SERVING THE WORLD.***