

Job Description

Title: Office Manager, Fairlington United Methodist Church (FUMC)

Introduction: Fairlington is a reconciling and welcoming congregation. The Office Manager will work with our Lead Pastor and staff in all areas as assigned. This is a full-time position (40 hours per week), with health and pension benefits. The Office Manager will attend weekly full staff meetings, as well as supervisory meetings with the Lead Pastor. Salary will be determined by Staff-Pastor Parish Committee (SPRC) and approved by the Charge Conference.

Major Duties: The Office Manager will provide support for the mission of Fairlington UMC, through administrative duties and as first contact with church members, visitors, tradespersons, vendors and others who enter the church.

1. Administration

- a. Work in conjunction with all staff to equip them in their respective work areas.
- b. Work with church leadership team members to equip them for their ministry responsibilities.
- c. Responsible for finance and membership records.
- d. Oversee production of church publications and content management for social media and website.
- e. Manage building partner relationships.

Factor 1. Knowledge Required by the Position

- Communication skills both verbally and in writing.
- Knowledge of software to assist with church administrative duties.
- Skill in communicating and establishing relationships with youth.
- Knowledge of website design and management to increase visibility of the church and to ensure that the church's website functions well and is easy to use.
- Knowledge of outreach philosophies and practices to enrich church membership and presence in the community.
- Understanding of, and ability to maintain, confidentiality.

Factor 2. Supervisory Controls

- Reports directly to the Lead Pastor. Together, they will determine areas of highest priorities.
- The Lead Pastor will provide direction and guidance based on objectives and priorities; however, the incumbent is expected to function independently to meet established deadlines and expectations.
- The incumbent will brief the Lead Pastor on progress and will consult on controversial or unclear issues.

Factor 3. Guidelines

- Refer to Fairlington UMC Employee Handbook for information regarding vacation, leave, etc.

Factor 4. Complexity

- The duties include multitasking i.e., require juggling workloads to ensure all duties are completed satisfactorily.

Factor 5. Person Contacts

- Day to day contacts will be with the church's pastoral staff, Director of Music, lay members, office volunteers and other administrative staff.
- Recurring contacts will include members of the community.

Factor 6. Purpose of the Contacts

- To carry out work assignments to support the functioning of the clergy and other administrative staff.

2. Evaluation

The Office Manager will consult with the Lead Pastor and Staff Parish Relations Committee on key objectives to accomplish, priority use of time, and effectiveness in ministry as it relates to the mission of the church. Evaluation begins with a written "self-evaluation," which will be the starting point for all evaluation conversations. Salary increases will be considered annually based on performance and budget as recommended by the SPRC.