

PENDER UNITED METHODIST CHURCH JOB DESCRIPTION

Drafted on July 15, 2021

Staff/Pastor-Parish Relations Committee

Position Title: Office Manager

Reports to: Lead Pastor

Works Directly with: Lead Pastor
Church Staffing
Chairpersons of all Boards, Committees, and Clusters
Director of Pender Hill Preschool
Members and Volunteers
Other organizations affiliated with or using PUMC facilities

Hours: Full-time, Salary position 35 hours/week

Major Responsibilities:

1. Supervises the work of the Church Treasurer and Facilities Manager.
2. Provide administrative and clerical support for the Pastor.
3. Ensures the efficient and effective functioning of the PUMC office.
4. Serves as the system administrator and database manager for American Church Software (ACS) and Realm.
5. Provides support in the business operations of the church.
6. Supports administrative policy development of Church Council and monitors compliance.

Position Requirements:

1. Spiritual maturity (with a preference for those with familiarity with the structure and congruence with the ethos of the United Methodist Church).
2. Demonstrates good oral, written communication skills, and possess outstanding relational abilities.
3. Demonstrate administrative, managerial, and supervisory leadership skills.
4. Demonstrate competence and is proficient with Microsoft Office suite software to include Word, Excel, Outlook, Publisher, PowerPoint, and communication platforms such as Zoom.
5. Proficient with church management software, preferably ACS.

Primary Duties:

1. Provides oversight of the ACS system, delivery of appropriate training to staff on system. Manages level of access for staff and church members.
2. Works with the IT vendor to manage church networks, software, and hardware access to include email accounts ensuring proper and adequate data security.

3. Track and maintain all licenses for software, music, and video applications and licenses in concert with the Directors of Communication and Music Ministries.
4. Functions as the primary bank contact person with all banks used by Pender.
5. Processes all paperwork required to open new accounts authorized by the Finance Committee, including keeping the signature cards up to date.
6. Administer Pender's credit card policy, particularly the issuance and use of accounts, credit limits, and name changes.
7. Coordinates with the Pastor, Director of Communications, Director of Music Ministries, and Contemporary Worship Leader in the development of church bulletin and connection cards supporting both services. Schedules and prepares associated documents for weddings, funerals, and special occasion
8. Approves, activates, deactivates, and maintains the records of cards and keys to the church building.
9. Maintains record of safe deposit box contents ensuring that important legal documents such as property deeds are safely and securely filed in a banking institution.

Secondary Duties:

1. Prepares new member and baptism packets and enters data into ACS.
2. Keep membership records current in ACS and Realm.
3. Must attend weekly staff and pastoral meetings.
4. Coordinates inventories, and orders staff office, postage, and kitchen supplies.
5. Monitors office equipment and coordinates required repairs, ordering supplies as needed.
6. Prepare yearly booklet and report of elected officers for Charge Conference and assists in publication of end of year reports to General Conference.
7. Maintains Vital Statistics report and enters weekly update on Conference site.
8. Order altar flowers on a weekly basis.

Education and Experience:

1. High school diploma or Associate's degree in business or accounting.
2. Desire to work towards certification as a church administrator from the National Association of Church Business Administration.
3. Experience working in a church office is preferred.