Christ United Methodist Church
Ministry Description

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Ministry Title: **Office Administrator – Full-Time (approximately 30 hours per week)**
Date: **June 2019**
Reports to: **Senior Pastor and Staff-Parish Relations Committee**
Hours: **9:00 a.m. – 3:00 p.m. Monday through Friday**

Main Goal: **To provide clerical support for the pastor and staff, organize activities and functions of the church office, and coordinate the flow of information to staff congregation.**

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KEY RESULT AREA #1   BEING A PART OF THE BODY OF CHRIST
Supporting Goal: With God's help, I will be the part of the body of Christ God created me to be to help build up the whole body of Christ at Christ UMC.

1. Show God's love to those who call or enter the church.
2. Participate in staff meetings (generally held weekly) and other staff activities and events.
3. Maintain good communication by:
    a. regularly checking my mailbox in the church office.
    b. regularly checking and responding to email within a timely fashion.
    c. communicating with other staff and leaders so the body of Christ at Christ UMC can work together efficiently and effectively.

4. Practice good stewardship
    a. Make sure church doors are locked and lights turned off if I am the last one to leave.
    b. Submit and sign a completed voucher for all expenses if reimbursement is needed by the church treasurer.
    c. Strive to keep expenses within budget. If additional talk with Pastor, and or Finance Committee.

5. Follow the guidelines and policies as set forth in the Christ UMC Employee Handbook, including policies regarding children and youth as part of Safe Sanctuaries.

6. When any online accounts are created on behalf of Christ UMC, all user names, passwords, and security questions are to be documented and kept in the church safe.

KEY RESULT AREA #2:   HOSPITALITY AND HELPING
Supporting Goal: To show God's love to everyone who calls or enters the church

1. Serve as a cheerful greeter to persons calling or entering the church for any reason.

2. Demonstrate gifts of attentive listening and care for those who are hurting or needing assistance.
3. Answer questions and provide information concerning church functions and activities
4. Answer the telephone, forward calls to voicemail, or document messages and send to the appropriate persons.
5. Carefully review worship attendance cards on Monday mornings by:
   a. Recording worship and Sunday school attendance in ServantKeeper database.
   b. Record and inform the pastor of information updates on members or regular attenders.
   c. Record visitor information: by sending a "Visitor Letter" to all first time guests.
   d. Send a "Return Letter" to guests following their third visit, or to anyone returning after a prolonged absence.
   e. Give name and contact information of all visitors to pastor and Dare to Care Team.
   f. Give all prayer request information to the prayer coordinator.
   g. Notify pastor or all other requests (requests for call or visit, hospitalization, church membership, etc.)

KEY RESULT AREA #3:   OFFICE ADMINISTRATION FOR WEEKLY WORSHIP

Supporting Goal: To prepare worship materials for weekly and special worship services.

1. Prepare, copy, and fold bulletins. (both legal and large-printed formats.)
2. Prepare, copy, and insert any additional items including attendance cards, announcements, calendar of events, etc.
3. Upload the weekly bulletin to the church's website.
4. Confirm those who are serving as worship leaders of children moment leaders in the service.
5. Notify the musicians of hymns and songs used in worship.

KEY RESULT AREA #4:   GENERAL OFFICE COORDINATION

Supporting Goal: To manage necessary office duties and supplies.

1. Organize and manage day-to-day activities of the church office to maintain an efficient operation.
2. Provide clerical and secretarial support to the pastor, staff, and leadership.
3. Provide secretarial support to the CUMC Pre-School Staff, if needed.
4. Get, sort, and file, church mail into the appropriate church mailboxes.
5. Read incoming church email, and respond or forward as needed to appropriate leaders.
6. Maintain the churches calendar, including requests for building use in consultation with the Church Trustees, if needed.
7. Prepare and send out notices for meetings, prepare agenda items and supportive materials, if requested.
8. Use appropriate church software to create a variety of printed materials, such as reports, correspondence, bulletins, newsletters, flyers, etc.
9. Prepare all materials with accuracy and attention to detail.

10. Inventory, order, and restock, office supplies as needed.
11. Notify copier company for copier use readings and servicing or supplies as needed.
12. Email weekly announcements and upcoming events to the congregational email group, updating calendar and website on Mondays, or the first day after a holiday.
13. Recruit, train, and delegate tasks to office volunteers when needed.

KEY RESULT AREA #5:   RECORD KEEPING AND STORAGE

Supporting Goal: Keep accurate and up-to-date membership, baptismal marriage, death, attendance and other church records.

1. Keep all membership, attendance, and records for life events updated (birth, deaths, marriage, etc.)
2. Complete and mail letters of membership transfers – both incoming and outgoing.
3. Prepare certificates for membership and baptism as needed.
4. Complete and maintain requests for year-end reports and annual Church Conference materials as requested by pastor, District Office or West Ohio Annual Conference.
5. Maintain a comprehensive and updated set of electronic files on the church's Mainshare cloud storage.

KEY RESULT AREA #6:   GRAPHIC ARTS/DESIGN

Supporting Goal: To attractively design and prepare items for publicity and promotion.

1. Use graphic arts tools to design and prepare flyers, bulletin inserts, postcards for promotion on the church's website and social media pages for publicity both inside and outside the church.
2. Prepare a monthly church newsletter that is both an attractive and accurate representation of the church's mission and ministries.