

JOB DESCRIPTION

Officer Manager Staff Position, Barneveld Lutheran Church

POSITION TITLE: Office Manager

GENERAL POSITION DESCRIPTION:

This position seeks to enhance ministry of Barneveld Lutheran Church by effective and efficient management of church business affairs. The position supports the Barneveld Lutheran Church mission statement vision of reaching out to all members, helping EACH ONE to feel VALUED and NEEDED. To help support the vision statement this position includes church, community, and outreach activities in addition to "normal" business activities.

QUALITIES desired in this staff person:

1. Faith commitment to Jesus Christ and the church
2. Self starter with positive attitude and friendly personality
3. Organized with good follow through on commitments and projects
4. Team player, who enjoys working in a team ministry environment
5. Ability to maintain confidentiality
6. Preference for Barneveld Lutheran Church members

Skills/Experience:

1. Demonstrated computer skills including proficiency with Microsoft Windows based applications and Microsoft Office products
2. Knowledge of office equipment/willingness to learn how to operate it, order supplies, perform user service tasks and organize service/repairs
3. Telephone Skills: comfortable calling and following up on activities and office duties
4. Interpersonal Skills: ability to work in a team ministry setting and interface with all personality types
5. Organizational Skills: can identify, organize and monitor tasks for self and office support groups

DUTIES:

1. Greet and provide a resource for all public that comes into the church
2. Prepare and maintain procedures for specific church activities such as funerals, weddings, vacation bible school/day camp, special Sunday events, treasurer assistance, committee support, etc.
3. Receive and distribute, as appropriate, church correspondence and deliveries for staff, council, committees, work groups, etc.
4. Manage incoming bills, assist the treasurer and financial secretary
5. File required year-end statistical report with Synod each year
6. Take incoming calls and messages
7. Assist with Barneveld Lutheran Church duties for all special events and community church sponsored events
8. Prepare all bulletins including those for special events
9. Prepare and distribute the monthly newsletter

10. Maintain a membership record including all ministry services such attendance records, confirmation, baptism, deaths, funerals, and transfers in and out, address changes etc.
11. Prepare baptism, new member, confirmation, 1st communion, etc. certificates
12. Order office supplies, worship supplies, holiday supplies, educational program supplies, and janitorial supplies
13. Update and backup software for computer system and member record keeping programs
14. Prepare Annual report, collect reports from committees, and retype reports as needed, publish, and make available for distribution.
15. Keep permanent records of all council and committees and their meetings
16. Provide ministry service information to people as requested such as dates for baptisms, and confirmations from past records.
17. Contact committee chairpersons as appropriate for facility, activity, or other needs

HOURS: 20 – 25 hours per week

COMPENSATION: \$12.00 - \$15.00 per hour depending on experience and training
Up to 1 week a year in paid time for continuing education

BENEFITS: 2 weeks paid vacation after 1 year of service
Mileage reimbursement for driving associated with job responsibilities

SUPPORT: Volunteer staff assistance in correspondence, mailings, and recordkeeping
Helpers for data entry/computer work and interviewing
Materials and paid time for ongoing training

REVIEWS: For new hires this position will be evaluated after the first 3 months. After the first year the position and performance on tasks will be evaluated annually. The Office Manager position will be reviewed and updated periodically to insure it continues to best serve Barneveld Lutheran Church needs.