Job Title: Church Office Administrator

Location: St. Paul Presbyterian Church, Aurora, Colorado
Position Status: Part Time; non-exempt
Position Requirement: Applicants may not be members of St. Paul Presbyterian Church or become members while employed by St. Paul Presbyterian Church.

Normal Work Schedule:
- Average work load of 24 hours per week.
- Regular office work hours are Monday through Thursday from 9:30 am to 4:00 pm with one half hour for lunch.
- Paid holidays and 2 week vacation after the first year.

Description:

The Church Office Administrator serves as the communication resource for the congregation, staff, and public; coordinates activities and scheduling of the church facilities; maintains non-financial records for the church; manages the church office; coordinates office volunteers; and provides administrative and clerical support to the Pastor, Staff, and Session.

Principal Office Administration Responsibilities:
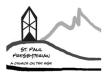
Relationships
- Maintain strict confidentiality of all visitors to the Pastor's office, any non-public communications, and all other items as designated by Pastor, Staff, and Session.

Communication
- Serve as receptionist to St. Paul Presbyterian Church and the Pastor, answering the telephone, taking and distributing messages and mail, and greeting visitors to the office.
- Prepare electronic Midweek Update on a weekly basis and ensure its distribution by 1:00 on Wednesdays each week.
- Prepare printed and electronic newsletter (St. Paul Epistle) monthly and ensure its distribution at the end of each month, before the 1st of the next month.
- Ensure that the church voicemail message is maintained with appropriate service and office hour information.
- Contribute information to the Technology Administrator so that "This Week at St. Paul" on the front page of our website can be updated.

Facilities
- Maintain a current master calendar in the office, (in coordination with Building Use Coordinator), with at least three months of information, of all facility scheduling for St Paul Presbyterian Church and off-site church related activities, as well as building rental usage. Actual building rental decisions are in the domain of the Ministry of Buildings and Grounds.
- Publish the church calendar so that it is readily available to the congregation and visitors minimally in the newsletter.
- Perform daily building security, ensuring all windows and all doors are locked.

Church Records
- Assist in maintenance of all appropriate non-financial records, including but not exclusive to: membership rolls and personal data, membership directory, attendance records, mailing lists, office files, and denominational records in coordination with the Technology Administrator, and the office volunteers, whose duties are described separately in the Office Volunteer Handbook. (Some specific tasks listed below are completed by a volunteer as noted in parentheses.)
- Perform weekly backups to ensure that all records are protected against catastrophic loss.
- Track and record attendance logs, visitor logs, and prayer requests. (Completed by a volunteer and monitored by the Pastor).
- Produce and distribute attendance data reports as appropriate and requested. (Completed by a volunteer).
- Produce membership directory and provide updates as needed, especially following each new member class. (The Pastor, Clerk of Session and volunteers will assist).
- Prepare the necessary certificates the church uses, such as membership, transfers, baptism, confirmation, ordination and installation of officers, appreciation, weddings, and funerals.
- Compile and produce all congregational and reports as requested by the Pastor and/or Session or Clerk of Session.

Clerical Support
- Prepare bulletins for all worship services, including Sundays, special holidays, special services, funerals, and weddings.
- Prepare bulletin inserts as needed in coordination with the Director of Music Ministries & Ministry Units.

Office Management
- Oversee the operations of the church office including coordination of the office volunteers' office-related activities.
- Work with the Ministry of Administration & Personnel (MAP), volunteers, Technology Administrator and the Clerk of Session to ensure that detailed documents of processes and procedures are written and maintained for the office administration operations of the church office.
- Purchase and maintain church and office supplies, postage and materials as budgeted.
- Maintain office equipment in good working order through appropriate routine maintenance through existing contracts.
- Work with the Treasurer, process checks, for Accounts Payable, using Church Windows.
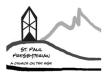
Additional Position Responsibilities and Requirements:

- Attend staff meeting with the Pastor weekly and/or as needed.

Position Dimensions:

Accountability:
- Accountable to Ministry of Administration & Personnel (MAP) through the Pastor.

- Evaluations will be conducted by the Ministry of Administration & Personnel (MAP) and Pastor after the first 3 months, 6 months, then annually thereafter.
- Any issues or needs are communicated through the Pastor **OR** Ministry of Administration & Personnel.

Planning Structure:
- The Office Administrator plans priorities through the Pastor and the Ministry of Administration & Personnel (MAP).

Environment Factors and Physical Requirements:

The environmental factors and/or physical requirements of this position include the following:
- While performing the duties of this job, the associate is required to have ambulatory skills sufficient to meet all job requirements. Carrying and moving LIGHT objects of 10 pounds. Ability to use a computer for basic functions of communication, record keeping, and report writing.
- Must be able to attend the work location during agreed upon hours.

Organizational Relationships:

Work in a united manner toward a common purpose with staff members, especially the Pastor and music staff, as well as with the Treasurer, Deacons, Elders, Ministry Units, Committees, Technology Administrator and Office Volunteers.

Education and Experience Requirements:

The minimum education preferred to be considered for this position is:
- 3+ years' experience in an administrative and clerical position.

Specialized knowledge, credentials or licensing required for the position include:
- Ability to pass an appropriate background check.
- Strong to advanced skills in Microsoft Office, social media and website maintenance.
- Experience in coordinating schedules and volunteers.
- Excellent communications.
- Excellent computer skills.
- Willingness to learn and become proficient in Church Windows software program.

References:

Provide three non-family references, minimum of one professional reference.