

Opequon Presbyterian Church Office Administrator Job Description

Opequon Presbyterian Church is a welcoming church; in fact, we have adopted “radical hospitality” as a goal. The office administrator is often the first person that a congregant or visitor encounters and is expected to reflect this same welcoming attitude in all interactions. The Office Administrator coordinates most administrative functions of the church and must maintain an effective and efficient church office. This individual must be trustworthy with money and confidential information for which they have responsibility. The mission statement of Opequon Presbyterian Church is “to be Christ’s Hands, Heart, and Feet in the World”, and the administrator’s support of the church leadership is key to achieving this mission.

Reports to: Pastor

Staff Level: 36 hours per week, Monday-Thursday, 8:30 am-4:30 pm; Friday, 8:30 am-12:30 pm

Essential Job Responsibilities:

Communications – The office administrator must be an effective oral and written communicator. Communications duties include:

- Answer all incoming telephone calls; determine need or nature of the call, and direct caller to the appropriate person.
- Manage all emails that come to the office in a timely and courteous manner. Email is the primary means of communication for the staff, church leadership and members, vendors, and general inquiries regarding Opequon Church.
- Create and distribute church-wide emails from the church leadership.
- Create and distribute weekly mailings to homebound members without Internet access.
- Maintain a master calendar of all church activities and facilities use.

Document Production – Opequon Church relies heavily on written documents. These documents must be accurate, attractive, easily read and accessible to interested individuals.

- Work with the pastor or their designee to create weekly Worship Bulletin(s) via Microsoft Word. The bulletin includes an order of worship, weekly schedule of events and announcements. The bulletin has a precise application of styles. The bulletin is distributed in print, via email and on the website.
- Create large reports by merging information and images from various sources in many formats (image formats, Word and Google documents, Excel spreadsheets and PDF).
- Create the monthly newsletter with input from the church leadership. The newsletter is distributed via email and bulk mail at the Winchester Post Office.
- Maintain orderly computerized and manual filing systems.
- Maintain file archives according to the standards of the Department of History of the Presbyterian Church U.S.A.
- Create promotional brochures, flyers, business cards or inserts as needed.

Church Membership Management

- Utilize ACS Technologies' Realm software platform to maintain accurate member and non-member information. Member Personally Identifiable Information must be protected and accurate. This software is also utilized for church-wide emails, directory printouts, mailing labels, monthly birthday, and anniversary lists.

General Office Duties:

- Support the leadership of Opequon Church – staff, Session, Team leaders, and Clerk of the Session – in their efforts to execute the mission of the church.
- Sort and distribute all incoming/outgoing mail and deliveries.
- Order supplies for the Pastor and church staff.
- Issue keys to facilities and maintain key logs. Ensure that keys are secured.
- Receive Child Safety Policy volunteer reference forms. Perform background checks.
- Coordinate church needs and copier maintenance with copier lease business.
- Manage on-line subscription accounts for program resources with the assistance of the Treasurer and Financial Administrator.
- Direct visitors interested in church history to the Church Historian and the Handley Library Archives. Manage the sales of the Opequon Presbyterian Church history books.

Administrative/Personnel Team Support:

- Maintain church staff personnel files to include:
- Schedule CPR and/or First Aid certification training. Put copies in file.
- Perform Criminal History Record Name Search on prospective new employees.

Stewardship and Finance Team Support:

- Receive and secure funds during the week for deposit by a Counting Team or the Treasurer.
- Keep account of Memorial donations and send acknowledgement letters to those who donate and the family of those being remembered.
- Coordinate the creation and mailing of giving statements four times per year.
- Maintain minimal petty cash fund. Reconcile at least three times a year.
- Administer the Good Samaritan Fund check book with the assistance of the pastor(s).

Other Requirements for This Position:

- Submit to a Background Check
- CPR Certification (Provided by Church)
- Personal References
- Fully Vaccinated Against COVID-19

Updated: 7/2021