



July 19, 2019

CHURCH OFFICE ADMINISTRATOR

ADMINISTRATIVE:

Established Position
P/T 35 hours per week
Salary range: \$28,000-\$32,000 annually
Reports to Senior Pastor and Executive Director

STATEMENT OF PURPOSE

Old Bridge Church (OBUMC) is a dedicated community of 200-300 active members that aim to be continually *transformed by the love of Christ by serving Christ, loving neighbors, inviting people, and building community*. OBUMC is a congregation that includes dynamic pastoral leadership, is a leader in mission and outreach ministries, has strong Adult small groups, is highly active in spiritual formation groups (e.g. Walk to Emmaus and Chrysalis), BSA Scouts, AWANA, Preschool and much more.

POSITION DESCRIPTION

Old Bridge Church (OBUMC) is seeking a Church Office Administrator whose mission it will be to be the face and voice of the church in initial interactions with church members, leaders, guests, vendors, and ministerial interactions and inquiries. The incumbent will function as the primary clerical administrative support to the Pastor, Executive Director, church staff, and to lay personnel of Old Bridge Church. They will manage initial inquiries for community assistance, maintain a centralized online church calendar of events and room assignments, create regular church publications and communications including weekly bulletin, email newsletter, prayer requests, social media updates, and announcements. The ideal candidate will be engaging, a people person, passionate, detail-oriented, resourceful, and will possess the education and experience necessary to coordinate and schedule volunteers in the administration and ministerial needs of daily church operations.

ESSENTIAL FUNCTIONS

The Church Office Administrator is the initial face and contact for most church operations and holds the following managerial and ministerial duties and responsibilities:

- Responsible for regular clerical administrative duties for the church and serve as the receptionist.
- Initiate and reply to correspondences, emails, and phone calls within the scope of knowledge and position.
- Update and maintain a master events calendar of the church. Publish a weekly calendar of events in public areas. Make room reservation for church meetings. Coordinate building use requests for church and hosted groups.
- Produce the weekly bulletin and order of worship. Produce 'the Link' email newsletter using a bulk email client (e.g. Constant Contact). Coordinate with a Communication's Team of volunteers on other media projects as needed. Maintain membership records including baptisms, transfers, and life events in online database.
- Maintain congregational reporting data on Vital Congregations online connectional conference system.

- Maintain a list of weekly concerns/prayer requests and distribute to congregation and Prayer Team.
- Primary operator for all office equipment. Arrange for service/repairs as necessary
- Prepare and submit various statistical reports as requested.
- Serve as Secretary to the Church Leadership board/council.
- Organize and attend staff meetings as directed by church leadership.
- Order office and cleaning supplies within an allocated budget.
- Manage building key distribution, and access distribution
- Serve as a Notary Public
- Serve as a liaison for weddings and funeral services and provide administrative support as necessary.
- Keeps the Lead Pastor and Executive Director updated on all issues of congregational care and management.
- Schedule and train office volunteers
- Manage daily operation of church office

NECESSARY CHARACTERISTICS, QUALIFICATIONS, AND EXPERIENCE

- Must have knowledge and experience in modern office practices.
- Be proficient in office related procedures, including typing and Microsoft Office publications suite, maintaining files, operating office equipment, and basic graphic design.
- Be able to prepare effective correspondence on routine matters and to dispose of routine matters without reference to a supervisor.
- Must be able to work with church members and staff while maintaining confidentiality and sensitivity when needed.
- Proficiency with commonly used office software (i.e., Excel, Word, PowerPoint, Publisher) used to support the church is essential;
- Able to learn other online and computer-based systems used in the daily function of the church office including physical security access management (door keypad access database), video security system, online membership database and calendar.
- Able to pass a background check and provide verifiable character and employment references.
- Five + years of relevant experience in church administration.
- Enthusiastically affirm and be guided by the values, vision, and mission of OBUMC.
- Managerial and organizational skills, including attention to detail.
- Basic proficiency of Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Database experience a plus.
- Able to work during core office hours as defined by Senior Pastor and Executive Director.
- An intrinsic faith in Jesus Christ, sound biblical knowledge, and intentional spiritual growth practices lived out in daily life and in service a strong plus.

WORKING CONDITIONS

This position may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may be required are as follows:

- Pushing and or pulling
- Climbing
- Stooping
- Reaching
- Talking
- Hearing
- Seeing

The incumbent must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to interact with people from various backgrounds. Being an extrovert is a plus. Ability to adapt, perform informal evaluations and

make decisions based on sensory or judgmental criteria.

This is a part-time salaried position with varied hours to support the various missions and functions of the church. During certain times of the year (Christmas, Easter, Charge Conference, etc.), the position may require extended hours.

Paid Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Veteran's Day, Columbus Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Christmas Eve/Good Friday as ½ days not to impact scheduled church operations.

A performance evaluation will be conducted annually.

Applicants should send resume and cover letter to jobs@oldbridgechurch.org