

POSITION DESCRIPTION

Join the St. John's Team!

The Office Manager provides leadership and oversight for the administrative arm of St. John's ministry. The Office Manager supports the overall vision of the congregation while handling the details and structure that supports and furthers the mission and strategic objectives. This position reports to the Pastor.

The Office Manager will foster and maintain strong relationships with the church staff and church leaders with whom s/he interacts in accomplishing these duties.

JOB RESPONSIBILITIES and DUTIES

TECHNOLOGY

1. Manage, oversee, update, and troubleshoot office technology.
2. Contract with and oversee technology support at needed.

BUILDING RELATED (in conjunction with Building Supervisor)

1. Prepare and maintain master church/building calendar, scheduling all events, meetings, and reservations for internal and outside events. Scheduling doors to coordinate with meeting/event times. Maintain all door pickup and drop off schedules.
2. Work with Building Supervisor, assuring requested room set up, and equipment is provided.
3. Prepare and post calendar updates.

FINANCES

1. Assist on-site audit team when requests are made, or questions asked.
2. Complete worker compensation insurance audit paperwork.
3. Manage purchases to maximize good use of congregational resources.
4. Enter the church benefit selection on annual basis into Portico after review with Human Resources.
5. Pay benefits via the Portico website.
6. Collect/maintain payroll information from staff and enter payroll information into system.
7. Complete and distribute semi-monthly reports.

HUMAN RESOURCES

1. Serves as the staff representative on all Human Resource issues and works collaboratively with the Human Resources (HR) committee.
2. Maintains Personnel records, ensuring compliance with federal and state employment laws, coordinating, and maintaining vacation schedules, onboarding new staff regarding church policies, pay, technology, and resources.
3. Conduct background checks and drug screens on candidates for employment according to policy.
4. Maintain current versions of all staff job descriptions and performance appraisal forms.

RECORDS AND REPORTS

1. Maintain records of church such as pastoral acts, membership changes, and provide reports to Council.
2. Maintain and document policies and procedures so that they are readily available for ministry leaders.
3. Provide a report for the annual congregation report; reviewing activities and ministries related to Administration.
4. Prepare and file the ELCA Synodical report annually.



**PART-TIME
OFFICE MANAGER
Hourly Job Description**

MARGINAL/NON-ESSENTIAL DUTIES

1. Pursue continuing education and reading to build skills for the job.
2. As needed: support staff meetings and leadership meetings to bring insight and innovation to ministry discussion.

WORKING RELATIONSHIPS

1. This position reports to the St. John's Pastor.
2. The Office Manager supervises the Building Supervisor and Bookkeeper as well as volunteers and works collaboratively with the Church Treasurer, Council President and Financial Secretary.

JOB SKILLS AND KNOWLEDGE REQUIREMENTS

1. Mission Ownership: demonstrates understanding and full support of the mission, core values, and strategic objectives of St. John's.
2. Management Skills: possess skills in organization and demonstrates commitment and flexibility in managing and supporting staff members.
3. Business Acumen: good working knowledge of business systems. Knowledge of current and future business policies, procedures, practices, and trends as they relate to technology and information systems.
4. Communication: effectively communicate with congregation members, staff, vendors, and community.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.