

***Calvin Church
Office Administrator
Job Description***

Hours:

Monday — Thursday: 8:30-3:00

Qualifications:

Proficiency with computers and software, including Microsoft products (Outlook, Word, Excel, Publisher), church membership database, and church website.

Proficiency with office equipment, including copy machine/printer for in-house publishing, fax, postal meter, telephone and voicemail system.

Strong organizational, time management and filing skills to maintain office functions, office equipment, as well as church schedules on the congregation's master events calendar. Ability to multi-task on occasions when interruptions are present.

Strong oral communication, written communication, interpersonal and telephone etiquette skills in dealing with other staff, members of the congregation and visitors to the office.

Three years of work experience in an office setting, or the equivalent. Experience working in a church office preferred. Dependable and able to maintain confidence.

Description of Duties

Reception: The Office Administrator offers the first impression that many people have of Calvin Church, and is thus the “face” and friendly greeting of the mission of the congregation. This person understands their role as a vital part of the congregation's ministry, both internally and to the surrounding community. Will answer the phone during office hours, respond to and forward mail and email communications, and greet in-person visitors to the office. Will receive and process requests for benevolent financial assistance in cooperation with the Deacons.

Administration: Will receive, review, and file minutes from Council, Elders, and Deacons as well as all of the church's standing committees and programs. Will carefully read each set of committee minutes in order to transfer to the Master Calendar any upcoming meetings or events referred to in the minutes and communicate with committee chairs in case questions arise. Will report to the Minister of Worship and Pastoral Care, and communicate regularly with other staff and the Council Executive Committee. Will provide secretarial support to the members of the pastoral staff as requested.

Management of the Church Office: Will oversee and coordinate the day-to-day flow of office operations. Will maintain the church's Master Calendar to ensure that all events are recorded and that double-bookings and other potential conflicts are avoided. Will either assign specific rooms for meetings or accommodate (when possible) requests for a given venue, communicating this to the church custodian for set-up purposes. The position holder will keep in communication with all staff members, coordinating schedules and being up-to-date on staff needs and activities. Will participate in full staff meetings and will as needed provide or solicit information relevant to upcoming events. Will also assist the Treasurer as needed and will regularly file for the Treasurer's attention bills, invoices, and deposit information as this comes into the office. Will provide support to the Counting Crew to prepare bank deposits on Mondays. Will receive building rental requests and assign a building liaison for external groups.

In-House Publishing: This position is responsible for the production of the weekly church bulletin and the monthly church newsletter (*Courier*). This includes the collection of and (where needed) the data entry/re-typing of all liturgies and announcements, proofreading, and final production of these documents. As needed, church directories will also be compiled and published (or out-sourced) by the person in this position. Will work with the Promotions Committee to keep the church website updated.

Records: Will coordinate with the pastoral staff to keep the congregation's database up-to-date, entering relevant data on pastoral and elder visits, births, deaths, and other membership changes. Will also process new member information, as well as generate as requested demographic and other statistical reports. Will work with staff and Worship Committee to maintain a worship calendar and a music log.

Office Equipment and Supplies: This position holder keeps current with the supply and purchase of office supplies and maintenance of office equipment. If new purchases or computer software upgrades are perceived as necessary, will coordinate with the Minister of Worship and Pastoral Care and the Technology Committee regarding the purchase of these items.

Miscellaneous:

- *Monitor and record distribution of keys and door entry passcards
- *Notify elders/deacons/pastors of pastoral needs or emergencies
- *Fill out baptism and profession of faith forms as requested
- *Prepare large-print song sheets and orders of worship for members with visual difficulties.
- *Distribute memos, minutes, and other mass mailings to the Council and congregation as requested. Some of these are actual postal mailings but most are now either emails or distributions to the in-house set of member mailboxes
- *Produce weekly scripture reader schedule, and gather and post schedules from Deacons, Education Committee, and Audio/Video team.

- *Send reminder emails each week to people who have a special responsibility for the upcoming Sunday.
- *Mail out copies of bulletins, newsletters, and DVDs to those requesting them on a weekly or monthly basis.

Compensation Package:

Starting salary: Annual compensation of up to \$29,744 (\$22 per hour)

Paid Time Off (PTO): 52 hours per year to start. When PTO has been exhausted non-paid personal time off may also be requested in consultation with the Minister of Preaching and Administration.

Paid Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day