

Office Manager Job Description
Falcon Heights Church, United Church of Christ
Falcon Heights, Minnesota

Employed by: Hired by the Executive Board

Responsible to: The Lead Pastor

Works with: The church staff, the congregation, and general public in the ministry and mission of Falcon Heights Church, United Church of Christ (FHCUCC)

Status: Part-time position (30 hours/week)

Job Summary

The Office Manager works collaboratively with the Lead Pastor and staff to support the congregation's vision of becoming “seekers and servants, growing in God's transforming love.” The Office Manager advances the current FHCUCC mission, priorities and programs by performing administrative and office support functions that strengthen an inclusive, intergenerational community modeling progressive Christianity.

Essential Functions:

Communications

- Represent the church on the phone, in writing, and in person in a way that reflects well on FHCUCC and the UCC in general.
- Produce other mailings and emails as needed.
- Produce Sunday and special service worship bulletins.
- Update the monitor displays in the church with relevant information about upcoming events.
- Manage the church's A/V system and live streaming software in order to produce the weekly live streamed worship service on YouTube.
- Serve as a backup for producing the weekly e-newsletter when needed.
- Schedule online meetings via Zoom.

Records

- Maintain computer database of member names, addresses, phone numbers, significant dates, and other data as necessary for the administration of the church.
- Determine, in conjunction with pastors, status of people in database.
- Prepare statistical data for UCC yearbook (membership info) each year.
- Maintain permanent hand-written record books with membership, confirmation, baptism, marriage, death, and other information.

General Office Management

- Answer the phone and greet visitors.
- Maintain church calendar.
- Ensure adequate office supplies available.
- Ensure office equipment is maintained.
- Coordinate worship flower orders and billing.
- Maintain files of past bulletins, newsletters, annual reports, attendance records, and Executive Board and Congregational Meeting minutes.

Building Use Coordination

- Maintain building usage calendar for groups using the church space.

- Maintain files and documentation for outside groups using the church space. Work with new groups to ensure proper documentation, including filling out a Facilities Use Application and Indemnification Agreement.
- Coordinate with the church's janitorial service to arrange for rooms to be set up according to user's wishes.

Qualifications:

High School Diploma or equivalent

Working knowledge of standard office and publishing software

Working knowledge of video editing or live streaming software

Core Competencies Required:

Attention to detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind when tending to the smallest of details.

Ethics and Values: Honors the core values and beliefs of FHCUCC; consistently behaves in a manner that aligns with the values and beliefs in stressful and nonstressful situations.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Integrity and Trust: Is seen as trustworthy by others; practices direct honest and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas.

***While not a requirement of this position, preference will be given to applicants who have experience and/or willingness to learn some accounting functions.**