

Job Description

Title: **CHURCH OFFICE MANAGER**

Purpose: This position is that of Church Office Manager for the First Presbyterian Church of Rolla, Missouri, and as such is the first contact with our community and ongoing support of all staff and congregation. This is a part-time position.

Accountability: The manager reports directly to and works with the Pastor.

Responsibilities:

- This position requires confidentiality.
- The manager oversees church office organizations, computer services, general administrative work, buying and maintenance of equipment, office supplies, worship supplies, fellowship supplies, education curriculum and packs envelopes for special offerings during the year.
- The manager coordinates church bookkeeping and accounting procedures, including preparing payroll for accounting firm, distributing and mailing paychecks, maintaining hours worked of church associates, account coding of all bills, mailing of all bills, and assisting the financial secretary concerning deposit questions.
- The manager assists in the preparation of the church budget, including accumulating requests, working with committees in assisting them with their budgets, and preparing working documents with the Session Chair.
- The manager maintains the calendar for the church, overseeing scheduling, reservation of facilities, and collection of fees.
- The manager maintains key register and deposits.
- The manager maintains record keeping for all donations/contributions.
- The manager assists treasurer in mailing of all contribution reports, and stewardship reports.
- The manager prepares weekly bulletins and other bulletins as needed.
- The manager prepares monthly newsletters and other mailings as needed.
- The manager updates the website weekly, or as needed, with service information, news, and calendar updates.

- The manager coordinates volunteers as needed.
- The manager works with Clerk of Session and submits yearly reports to the Presbytery.
- The manager will perform other duties as needed.

Relationships: The manager is usually the first contact with community, staff, congregation, and outside organizations. The manager works with many individuals and groups of the church such as Board of Session, Clerk of Session, Session, outside accounting firm, preschool, Christian Education, Deacons, etc.

Evaluation: An annual performance review will be conducted by the Personnel Committee during September of each year. The evaluation may consist of Self-evaluation, Evaluation by the Pastor, Review by the Session, and Goal Setting.

TERMS OF EMPLOYMENT:

- The Office Manager shall be employed by the Personnel Committee, in consultation with and approval of the Pastor and Session.
- The position is part-time.
- The applicant will submit to and pass a criminal background check.
- The employee may be responsible for lifting and/or moving up to 25 pounds. This may include supplies or re-arranging of office furniture or equipment.
- Regular working hours will be established by the Personnel Committee in consultation with the Pastor.
- Compensation will be determined by an hourly wage as established by the Personnel Committee with the approval of the Session. The Personnel Committee will conduct an annual compensation interview not later than September of each year to determine a recommendation for wages for the following year.

- Compensation raises will take into account the Office Manager's performance evaluation, cost-of-living, and the ability of the church to fund a pay raise.

GRIEVANCES:

It shall be the responsibility of the Personnel Committee to receive and resolve any grievances relating to job performance, responsibilities and/or general suitability of the Office Manager after consultation with the Pastor.

- a) If there is a grievance cannot be resolved by the Personnel Committee, the matter shall be referred to the Session.
- b) In the case of a grievance that cannot be resolved by the Session, the Session shall consult with the Presbytery on Ministry.

RESIGNATION/TERMINATION:

- a) At least four weeks written notice must be given prior to the effective date of anticipated resignation.
- b) Termination for cause shall be upon written notification from the Personnel Committee and will be effective immediately. Appeal may be made to the Session.

Personnel Approval
Session Approval

Date: August 13, 2013
Date:

Personnel Moderator

Date:

Clerk of Session

Date:

Office Manager

Date: