

Job Description and Agreement for Office Manager

Support Clergy Staff

- Provide support for lead minister and other clergy as time permits.
- Work on special projects when needed such as Membership Directory, Wedding, Funeral, Blue Christmas

Support Council/Denominations and Committees

- Provide support for Council and Committees.
- Statistical report for United Methodist Church., United Church of Christ and Presbyterian USA.
- Complete any other reports or requests from the different denominations.

MVUC/Shared Building Calendar

- Maintain the church calendar.
- Maintain shared building calendar.
- Track partner building use as needed for council.
- Work with partners to fix calendar issues or other problems that occur.

IT

- Work with internet issues and assist in troubleshooting when issues arise.
- Maintain computer updates; help fix computer problems as able.

Marketing

- Website Support.
- Assist with Social Media – Facebook, Twitter, Instagram.

General Office Tasks

- Monitor church office email account; read and respond or forward incoming emails as appropriate.
- Provide information/assistance on incoming calls and direct calls and messages to appropriate person.
- Respond to requests for general information and membership transfers.
- Maintain weekly attendance records on computer.
- Complete Bulletin weekly.
- Complete Announcements weekly.
- Prepare and distribute “The View” newsletter bi-monthly.
- Prepare weekly worship welcome sheets and monthly refreshment sign-up sheets.
- Create and print posters and banners for events, incorporating graphic design.
- Maintain office supplies. Restock when items run out or when items are requested.

Building Use and Rentals

- Be the central point of contact for building use requests; coordinate facility use and rental.
- Liaison with suppliers and service companies for service and/or repairs.
- Serve as primary point of contact for partners when in the building.
- Monitor and fill piano humidifier.

Hours, Pay and Supervision

- 10 to 12 hours per week, Monday through Thursday
- \$20 per hour
- Onsite work required except for occasional special circumstances that may arise.
- The week after Easter and the week after Christmas are non-work, non-paid weeks.
- Office Manager will maintain a paper record of hours worked for payroll purposes.
- Office Manager and Lead Minister will meet weekly for staff supervision on a regularly scheduled time and date mutually set by Lead Minister and Office Manager.

Agreement Dates, Evaluation and Termination/Resignation

- “At-Will” – MVUC agrees to hire the employee “At-Will” which means this agreement is able to be terminated at any time by either the employee or MVUC.
- Signed MVUC Confidentiality Statement required
- Office Manager to be evaluated by Staff Parish Relations Committee and Lead Minister at 6 months and annually thereafter.
- Office Manager must give 2-week notice of resignation by official letter of resignation to the Staff Parish Relations Committee members.
- No severance provided

To apply, please email resume to Day Tripp at onyxcounsel@gmail.com

Employee Name (Printed)

Employee Signature

Date

Lead Minister (Printed)

Lead Minister Signature

Date