

Faith Immanuel Presbyterian Church

OFFICE ADMINISTRATOR Position Description

The office Administrator is employed by the Session of Faith Immanuel Presbyterian Church and reports to the Head of Staff. The Office Administrator oversees on behalf of the Head of Staff and Session the areas of reception, program management, communication, administration, building use and recordkeeping.

RESPONSIBILITIES

Reception

- Primary contact greeting members and visitors to the church office during the week.
- Manages incoming calls, distributing messages and checking voicemail regularly.
- Sorts and distributes incoming mail, as well as managing outgoing mail.

Program Management

Bulletins

- Contact Pulpit Supply Pastors with the necessary information and deadlines for material needed for the Worship Bulletin.
- Format, prepare and print the weekly worship bulletin.
- Maintain a file of all worship bulletins used during the year.
- Prepare inserts for specific church and community events for the worship bulletin.

Worship

- Create the Sunday worship PowerPoint using the same information provided for the weekly bulletin.
- Ensure the Livestream link is set up and made available for congregants to view on the website and Facebook page.
- Provide Sunday lay readers with a script for the Sunday service.
- Maintain and publish a list of lay readers, ushers and communion servers based on names provided by the Worship committee.
- Order flowers for sanctuary and special events, such as Easter lilies, Pentecost geraniums, Christmas poinsettias and new member corsages.

Miscellaneous

- Maintain Church Program Calendar using the Google calendar to document events of the Church and use of the facilities.

Communication

- Work with the digital sign team to create and update the outdoor sign displays in a timely manner.
- Update the church website on the Wix platform with content provided by the pastor, Session, and church staff, including information from the monthly newsletter.
- Compile articles for the church newsletter, *Life in Faith*, making certain all pertinent items are communicated to the congregation and that production schedules are met.
- Compile announcements and worship service details to prepare and send a weekly Friday email to members.
- Maintain email lists for church-wide email announcements and weekly emails.

- Schedule Zoom meetings, as requested by committee chairs, and send email invitations to appropriate meeting participants.
- Maintain inventory of postage stamps and materials for mailings.
- Maintain confidentiality of information shared in the office.

Administration

- Perform administrative tasks for church employees delegated by the Pastor, Personnel Committee or Session.
- Be a resource person for Session committees. This includes acquiring information, ordering materials, and informing members in a timely fashion.
- Oversee the preparation and production of materials for the Annual Congregational Meeting.
- Meet regularly with Pastor for planning and information sharing.

Property

- Implement weekly schedule for doors to lock/unlock according to weekly building use schedule.
- Oversee scheduling and maintenance of the calendar for use of the church facility by church groups and/or outside groups. Send building use forms to the Properties Committee Chair for approval.
- Identify office supplies needed and request approval for purchase from Personnel or Property Chair. Process supply requests for the Custodian also.
- Maintain a working relationship and communication with vendors/suppliers, as needed.

Recordkeeping

- Update the church directory with membership changes, as needed, with the guidance of the Clerk of Session and Outreach Chair.
- Coordinate membership edits with the Financial Secretary, so that Church Windows may be updated.
- Access Church Windows to record attendance and produce membership mailing lists.
- Create and maintain office mailing lists (i.e., Vendors, Suppliers, Organization contacts, etc.) for use by the staff and committees.
- Archive documents, communications, and mailings on the computer.

COMPENSATION

- 20-25 hours per week with the opportunity for medical benefits and Paid Vacation

EVALUATION

The Pastor and Personnel Committee will hold an annual review of performance and compensation.

Updated 3/2025