

PARK VIEW MENNONITE CHURCH
POSITION DESCRIPTION

Position:	Office Manager
Supervised by:	Senior Pastor
Positions Supervised:	Church volunteers
Classification:	Non-Exempt, Grade B, part-time (est. 30 hrs./week)
Effective Date:	April 1, 2019

Position Description: The Office Manager is responsible for the day-to-day operations of the church office and provides administrative support to pastoral staff and the various commissions, councils, and programs of the congregation. The Office Manager recruits and supervises the work of volunteers in and around the office. He/she works closely with other staff in supporting and promoting the mission and vision of Park View Mennonite Church (PVMC).

Qualifications:

1. Committed to support the faith, values, mission, and vision of PVMC and MCUSA
2. Has bachelor's degree (preferred)
3. Has ample office administrative experience, preferably in a church or non-profit setting
4. Has high level of proficiency with computers, office software, and technology, including word processing, Google applications, spreadsheets, basic graphic editing, and others
5. Excels in organizational skills, strong attention to detail, with a high degree of accuracy
6. Strong initiative, can prioritize and handle multiple tasks with minimal supervision
7. Able to listen effectively and communicate clearly, both orally and in written form
8. Proficient in spelling, punctuation, grammar and proofreading
9. Able to maintain confidentiality and professionalism, with an orientation to serve others
10. Able to perform basic physical functions normal in an office work environment

Key Responsibilities:

1. Management of daily office functions and services
 - See that "front desk" responsibilities are provided during all posted office open hours
 - all persons who come to the church office are pleasantly greeted and assisted
 - all communication forms (mail, phone, email, etc) are answered with professionalism and timeliness or forwarded to appropriate persons
 - church member personal data is protected with a high degree of confidentiality
 - Recruit and supervise volunteers as appropriate for routine tasks and special projects
 - Maintain accurate and complete calendars of church meetings, events, and projects
 - Communicate concerns about facility-related issues to appropriate staff/volunteers
 - Assist Finance and Facility Manager in scheduling church facilities according to policy
 - Purchase and organize office supplies and other materials for worship, formation, etc.
 - Maintain office equipment and ensure supplies are readily available and organized
 - Plan and/or provide for the production of publicity and promotional materials
 - Create and publish weekly bulletins, both in print and digital formats
 - In consultation with pastors, post content to website and social media as appropriate
 - Work with volunteers and staff in providing logistical assistance to the church retreat
 - Ensure important meeting minutes and documents are appropriately archived
 - Maintain church directory information and produce phone/email lists for members

- Manage the church mailboxes
- Manage the church keys

2. Work with and alongside pastoral and program staff

- In consultation with senior pastor:
 - prepare agenda for and convene weekly office staff meetings
 - help determine need/frequency for other smaller staff meetings
 - help plan for other staff group-building activities
- At weekly full office staff meetings:
 - update pastors and staff on schedules and upcoming projects and deadlines
 - delegate tasks to appropriate personnel (and follow up to ensure completion)
 - bring key operational matters for group discernment and decision
 - record notes of decisions and action plans
- Support the ministry of the pastors in the following ways:
 - at direction of pastors, help recruit persons for tasks and projects (e.g., worship leaders/assistants, volunteers for youth and children programs, etc)
 - assist all pastors with communications and publicity needs related to the ministries they oversee
 - coordinate requests for benevolent assistance
 - order flowers for hospitalized persons
 - help keep track of details for special events (funerals, music programs, etc)
 - assist senior pastor in scheduling the annual performance reviews for all non-pastoral staff with the senior pastor
- Support the work of Congregational Council in the following ways:
 - attend Council and Congregational meetings, and record minutes of same
 - prepare meeting materials at the direction of Council Chair
 - record and distribute other committee minutes as requested
 - create, distribute and track surveys
 - provide other administrative support as requested
- Support the “Safe Church” program and Child Protection Committee, in these ways:
 - manage safe storage of records
 - administer processes, such as submitting background checks for volunteers
 - produce appropriate communication pieces

updated April 1, 2019

Signatures:

Office Manager

Date

Senior Pastor

Date

This position description is not a complete statement of all duties and responsibilities comprising your position. It is subject to periodic review and revision, after consultation.