

## **OFFICE ADMINISTRATOR**

### **Job Description**

#### **MISSION STATEMENT**

To assist the pastor by organizing and automating the office and ministries of Courtland UMC.

#### **LINES OF AUTHORITY**

The Office Administrator shall be directly responsible to the Pastor.

#### **JOB EVALUATION**

The Office Administrator's work performance will be evaluated annually. This will be accomplished by the Pastor in consultation with the Staff/Parish Relations Committee.

#### **QUALIFICATIONS FOR EMPLOYMENT**

- A desire to help Courtland UMC achieve it's vision to "seek to lead all of God's children to become fully-devoted followers of Jesus Christ."
- Must be proficient with computers, especially, but not exclusively, in the areas of word processing, presentation design, and spreadsheets.
- Proficiency answering phones, taking messages, and interacting with people.
- Willingness to learn.

#### **DUTIES**

- Type, print, and collate Sunday's bulletins, inserts, and children's activity sheets.
- Prepare Announcement and Music slides for worship
- Notify in advance all ushers, flower contributors, nursery volunteers, Sunday School teachers and helpers, property maintenance volunteers, and all other volunteers involved in church activities each week.
- Maintain weekly attendance for Sunday school and worship
- Input information from Connection Cards and relay information to the appropriate volunteers.
- Maintain Church calendar.
- Update Vital Congregations Data weekly.
- Create and mail monthly newsletters.
- Perform necessary updates to the church website
- Keep necessary records and files of church activities.
- Regularly send out church information to our homebound members, as well as other individuals upon request.
- Maintain Sunday school teacher and volunteer schedule.
- Regularly inventory and order all office supplies.
- Answer phones and receive guests who enter the church.
- Assist individuals who enter the church in need (e.g. Food Pantry) when necessary.
- Be friendly, helpful, and polite with all church members and guests.
- Communicate to Pastor in advance any possible absences.
  - Planned absences must be given at least one week in advance.
  - Unplanned absences require notification to the pastor at least one hour before shift begins in order for a replacement to be obtained.
- Undergo annual evaluation with the Pastor.
- Other duties as assigned by the Pastor.