



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>OFFICE ADMINISTRATOR</b>
<b>REPORTS TO</b>	Pastor, Personnel Committee Chair
<b>CLASSIFICATION:</b>	Non-Exempt - Non-ministerial Position

**POSITION SUMMARY:**

Serves as the Office Administrator for St. Mark including responsibility of daily administration of the church office and overseeing all church office operations with the exception of Finance, Payroll, and Personnel administration. Provides assistance to St. Mark visitors and members with a friendly demeanor.

**RESPONSIBILITIES:**

- Perform office administration duties as requested by Pastor and Personnel Committee Chair.
- Ensure visitors to the office are greeted, phones are answered, and office duties are performed daily.
- Check and respond to church emails daily.
- Produce worship bulletins and liturgist notes for Sunday traditional service, produce announcement page for contemporary service, and slide shows for display monitors in Narthex and Family Life Center weekly.
- Coordinates with the Worship Leader, the Pastor, and the audio/visual technician(s) to produce audio/visual files for text and pictorial slides used in worship services.
- Maintain and schedule church calendar of events. Print calendars weekly for office and staff meetings, and coordinate celebration of each staff member monthly.
- Maintain St. Mark website including regular homepage updates, posting sermons in MP3 format, and linking monthly newsletter, as well as maintaining updates for each section of the website as information changes.
- Ensure the church database is maintained and updated. Record weekly service attendance in church database. Assist as needed to prepare and send welcome letters to new visitors. Provide monthly attendance and membership reports to elders, deacons, and staff.
- Provide Deacons report of non-attendance of members to worship services on a regular basis
- Email weekly and monthly newsletters to congregation, staff, prospective members, and visitors each week. Notify members as needed via email. Prepare traditional mailings based on members' preferences.
- Coordinate with vendor(s) to maintain church computer network and ensure data integrity.
- Assist the Clerk of Session in posting and maintaining membership rolls of the church in the database.

- Maintain church key inventory.
- Develop and manage volunteers that provide support to the church office. Keep “Office Angel” volunteer program updated, and maintain volunteers’ duty details.
- Perform clerical tasks and related special projects for Session elders, trustees, deacons, and ministries.
- Maintain office efficiency by ordering and stocking necessary office supplies, stationery, and other printed consumables.

**TIME REQUIREMENT:** 32 hours per week. The position will be compensated for additional hours worked only when approved by the Pastor or Personnel Committee Chair.

**WORK ENVIRONMENT:** This position operates in a professional small-business environment. The position routinely uses standard office equipment such as computers, phones, multi-function copier/printers, and filing cabinets.

**QUALIFICATIONS:**

- Christian possessing sustaining faith in Jesus Christ and demonstrating grace to all.
- Possess administrative and organizational skills necessary to administer the functioning of the church, with the exception of Finance, Payroll, and Personnel administration.
- Operator-level skill in office computer and network administration, social media, web-site administration, and basic web-based research. Skilled in the use of office software.
- Have a High School diploma or equivalent.
- Have and maintain a valid Texas driver’s license.
- Be able to speak, hear, understand, read, and write English.
- Have excellent verbal and written communication skills.

**COMPETENCIES:**

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual’s and ministry team’s efforts to succeed; open to others’ views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**EVALUATION:**

The Office Administrator will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Personnel Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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PERSONNEL COMMITTEE CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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SIGNATURE OF OFFICE ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_