



POSITION DESCRIPTION

POSITION TITLE:	OFFICE MANAGER
REPORTS TO	Pastor, Communications Elder, Property Elder, Personnel Elder
CLASSIFICATION:	Non-Exempt - Non-ministerial Position

UPDATED: October 2023

POSITION SUMMARY:

Provide administrative support for Pastor and for all worship services. Maintain accurate databases and church media sites to connect the congregation and to inform the public. Maintain accurate records and perform administrative functions that support St. Mark compliance with Mission Presbytery requirements. Provide administrative support for staff, Elders, Clerk of Session, Treasurer, and others as required and as requested.

ESSENTIAL RESPONSIBILITIES:

- Assure public access to the church offices during business hours to receive members, visitors, service providers, vendors, and deliveries.
- Assemble information and produce the bulletin and insert for the weekly worship services. Distribute and duplicate for various staff and volunteers.
- Assemble information and produce the weekly e-news publication (The Happenings). Distribute electronically or by mail as requested.
- As requested by the Communication Elder and/or the Christian Education/Youth Director, makes updates to the St. Mark web and social media sites.
- Produce audio/visual files for text and pictorial slides used in worship services.
- Prepare and distribute materials for weekly staff meetings, monthly session meetings, and St. Mark church leadership Annual Report.
- Support leadership's responsibilities for the congregation's worship experience with flower and cookie calendars and updating posts on video screens in the Hospitality Center and the Family Life Center.
- Maintain current and accurate member and visitor information in the REALM database which is used by staff and church leadership to: follow-up and connect with visitors and members, produce quarterly membership directory, identify internal resources, generate

member contribution statements, comply with Mission Presbytery reporting requirements and produce various routine and special-request reports.

- The Atrium security system provides for card key entry and for the scheduled locking and unlocking of doors for the St. Mark facilities. The Office Manager uses facility use information and security policy to administer the system. Early Learning Center (ELC) staff has limited card key access to St. Mark facilities.
- Provide administrative support to staff and Elders for the fulfillment of their responsibilities.

SECONDARY RESPONSIBILITIES:

- Assure continuous operations of the church office by taking inventory, reordering, and restocking materials and supplies for the office, worship and special events.
- Recruit and schedule members to volunteer in the church office during absences and for specific routine clerical tasks.
- Maintain the master calendar for use of the Family Life Center (FLC) with information provided by the Pastor, Elders and others authorized to commit the use of St. Mark facilities.
- Under the direction of the Property Elder, assures Facility Use Agreements are properly completed on a timely basis for execution. Maintains necessary records.
- Perform ad hoc administrative tasks for elders, deacons, and church ministry teams as requested.
- Assist with placing paid advertisements, news articles, and public service announcements as requested by staff and Elders.
- Keeps office equipment in good working order with the assistance of the Property Elder or outside vendor as appropriate.

SELF-SUPERVISE:

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Secures independent review of all communication with congregation and public for content and accuracy.
- Secures independent review of input and reports from REALM database.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities

KNOWLEDGE, SKILLS, ABILITIES:

- Competency in PowerPoint, Excel, Word and similar administrative tools.
- Familiarity with posting on social media and web sites.
- Operation and trouble-shooting experience with multi-function office copiers.
- Ability to prioritize competing requests.

COMMITMENT:

- Dependable attendance and punctuality.

- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills, and abilities to increase effectiveness and accuracy of job performance.
- Maintains records and documents processes as appropriate for position continuity.
- Participates in opportunities to further the ministry of St. Mark.

TIME REQUIREMENT:

- 30 hours per week. Position will be compensated for additional hours worked with approval of the Pastor and Personnel elder.

WORK ENVIRONMENT:

- This position operates in a professional small-business office environment. Position routinely uses standard office equipment such as computers, phones, multifunction copier/printers, and filing cabinets.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of a high school diploma or its equivalent
- Previous experience as an administrative assistant to a senior manager or office manager in a public-facing environment.
- Previous experience with work products, such as databases, which require a high degree of accuracy on an ongoing basis.
- Previous experience in securing and maintaining confidential information.

PHYSICAL REQUIREMENTS:

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

PERFORMANCE REVIEW:

The Office Manager will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Communications, Property and Personnel Elders, will conduct an annual performance review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget.

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. The St Mark session has sole discretion to revise duties of the position at any time. This position description is not an employment agreement or contract.

Pastor Signature

DATE

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

Employee Signature

DATE

Elder Signature

Date