

SCOPE OF DUTIES FOR THE POSITION OF OFFICE MANAGER SHENANDOAH DISTRICT CHURCH OF THE BRETHREN

GENERAL DEFINITION AND PURPOSE OF THE WORK

The Office Manager is responsible for management of the Shenandoah District Office of the Shenandoah District Church of the Brethren which serves eighty-four congregations covering sixteen counties/cities in the western part of Virginia and eastern part of West Virginia. The position prioritizes responding to the needs and functions of the congregations and partners which are served, specified in the tasks and functions described below. The candidate will also be part of a District staff that includes various role and responsibilities and will collaborate with the staff and District Executive Minister in fulfilling office responsibilities.

ESSENTIAL QUALIFICATIONS

1. Faithful follower of Jesus Christ as understood and practiced by the Church of the Brethren
2. High School education plus applicable experience and training.
3. Computer skills with Microsoft Office suite.
4. Skilled communicator, both verbally and written.
5. Ability to maintain healthy relationships with diverse groups of people, theologically and culturally.
6. Ability to maintain strict confidentiality.
7. Patience in the face of diverse demands.

TASKS AND FUNCTIONS

General Duties

1. Responsible for answering phone calls, emails and other forms of general inquiries directed to the District Office.
2. Responsible for greeting and facilitating conversations with visitors to the District Office.
3. Responsible for maintaining and updating District files, including mailing lists, ministerial, congregational, and financial. This includes the computer files on the shared drive.
4. Responsible for coordinating and maintaining District Office building usage schedules.
5. Responsible for filing Team and District Leadership Team minutes.
6. Arranging/communicating the logistics for staff meetings and gatherings
7. Providing logistical support to other staff and District teams.
8. Ordering, shopping, and maintaining office supplies.
9. Handling registration and follow up at District events e.g., pastors' gatherings and continuing education.
10. Recording secretary for District Leadership Team meetings

Ministerial Credentialing Process

1. Responsible for paperwork associated with the credentialing process including but not exclusively.
 - a. Denominational Ministerial Report Forms
 - b. Background Checks for ministers and upon congregational requests.
 - c. Licensing Readiness for Ministry testing
 - d. Five-year ordination Renewal.
 - e. Maintaining records of licensed, commissioned, or ordained ministers

District Conference

1. Registration, and communication for District Conference. This includes:
 - a. Communicating with congregations regarding the delegate process
 - b. Sending and compiling initial delegate authorization forms
 - c. Sending and compiling District Conference registrations.
 - d. Responsible for on-site registration on the day of the conference.
 - e. Reminders, mailings, and announcements
 - f. Update mailing lists
 - g. Tracking registration and payments
 - h. Working with caterers and agency representatives
 - i. Coordinating/collaborating with volunteers for pre-conference details and during conference
 - j. Coordinate with District Conference director as needed.

Auction and Brethren Disaster Ministries

1. To work/liaison with the members of the Disaster Response team and their various volunteers to provide assistance in the coordination and implementation of disaster response activities. These include:
 - a. Facilitating and assuring volunteers and drivers have completed all required paperwork.
 - b. Ensure that the vehicles have up to date paperwork e.g., licenses and insurance and assist the committee chair, when needed, with resolution of any known vehicle issues.
 - c. Opening the Brethren Disaster Ministries building for material drop offs.
 - d. Assist in the distribution of informational and educational materials to congregations. Refer questions from congregational representatives to the committee chair.
 - e. Assist and help the kit committee when needed, in collaboration with the committee chair.
2. To work/liaison with the members of the Disaster Auction team and their various volunteers to provide assistance in the coordination and implementation of disaster response activities. These include:
 - a. Assist in the distribution of informational and educational materials to congregations. Refer questions from congregational representatives to the committee chair.
 - b. Assist in the coordination of distribution of auction books to congregations.
 - c. Be available to assist with office administrative duties during auction week.

District Office Property Management

1. Coordinate the regular ongoing maintenance needs, such as but not limited to regular HVAC servicing and mowing.
2. Function as a point of contact when a facility issue arises and confer with Disaster Response Chair/District Executive Minister on the action to be taken.
3. Contact service providers and coordinate the resolution of property issues in consultation with the Disaster Response Chair or District Executive Minister.
4. Be alert to potential maintenance issues and inform the Disaster Response Chair/District Executive Minister.

Reportable to the District Executive Minister

1. Projects as assigned.