

Trinity United Church of Christ

Wooster, Ohio

Office Manager (Part-Time)

Pay: \$20 per hour without health and/or retirement benefits.

Preferred applicants from within the Trinity United Church of Christ, Wooster Congregation.

Position Overview

The Office Manager at **Trinity United Church of Christ, Wooster**, serves as a central hub of communication, coordination, and hospitality for the life of the congregation. This position supports worship, programming, and administration by connecting people, information, and processes, enhancing collaboration among staff, committees, volunteers, and the wider community.

This role is rooted in the United Church of Christ's values of **extravagant welcome and building relationships**. The Office Manager / Program Facilitator does not direct or "own" ministry programs, but rather **facilitates** them by improving communication, coordination, and access to information.

Primary Responsibilities

Worship & Program Facilitation

- Facilitate coordination of weekly worship service logistics, including:
 - Worship announcements;
 - Coffee hour scheduling and volunteers;
 - Lay readers, ushers, and communion participants.
- Serve as a communication bridge between the Consistory, clergy, music staff, worship leaders, and volunteers.

- Maintain worship schedules and ensure timely communication to all participants.
- Support and coordinate ongoing programming efforts led by the Consistory, Senior Minister, Associate Minister, and Director of Faith Formation.

Communication & Information Coordination

- Serve as the central resource for the dissemination of church calendar events, deadlines, and announcements.
- Coordinate preparation and distribution of approved congregational care communications, such as Called to Care and prayer concerns, in a timely and consistent manner.
- Support broader initiatives aimed at welcoming visitors, nurturing engagement, and attracting new members through clear and accessible communication.
- Ensure alignment of communication among committees, staff, and ministry leaders.

Office Administration

- Manage daily church office operations, including phone, email, mail, social media, and general inquiries.
- Oversee church calendars, records, and databases.
- Assist in developing, documenting, and improving church office systems and procedures to support effective ministry operations and smooth staff transitions.
- Provide administrative support to Clergy, Director of Faith Formation, and committees.
- Supervise the secretary and cleaning staff.
- Coordinates preparation of materials for meetings, worship services, and special events.

Collaboration & Facilitation

- Facilitate collaboration among church committees, staff, and volunteers without assuming responsibility for ministry outcomes.

- Help ensure information flows clearly and consistently across the congregation.
- Identify communication gaps or overlaps and recommend improvements.
- Support Trinity's culture of shared leadership and mutual respect.

Membership & Community Engagement

- Serve as a welcoming point of contact for members, visitors, and community partners.
- Assist with communications related to pastoral care, congregational support, and community outreach.
- Ensure that information about Trinity UCC's ministries and values is accessible and inviting.
- Additional duties as assigned.

Qualifications

- Strong organizational and communication skills.
- Ability to manage multiple priorities with flexibility and grace.
- Experience in office administration, program coordination, or nonprofit/church settings preferred.
- Proficiency with office software, calendars, and communication tools.
- Strong interpersonal skills and sensitivity to pastoral and congregational needs.
- Commitment to confidentiality and professionalism.
- Alignment with the mission and values of the United Church of Christ.

Work Schedule

- part-time, primarily on-site.
- Some evening or weekend hours may be required based on church activities.

Application Process:

Submit a cover letter and resume by email to lynda.varno@gmail.com or drop off these items in-person to the church office.

Trinity UCC Posting Deadline: May 28, 2026