

SAINT ANDREW PRESBYTERIAN CHURCH, SAN ANTONIO
JOB DESCRIPTION
OFFICE MANAGER

<u>Title:</u>	Office Manager
<u>Status:</u>	Regular, Non-Exempt, Part-Time Employee; 24 hours per week; no overtime unless pre-approved.
<u>Purpose:</u>	Serves as the center of communication for the church. Provides administrative and clerical support with the highest degree of accuracy, quality, and efficiency for the Pastor / Head of Staff, Session, Committees, and congregation's programs.
<u>Education & Experience:</u>	<ol style="list-style-type: none">1. High school diploma or equivalent, preferred.2. Two (2) years previous experience or training office management, computer use, email, and all Microsoft Office products / programs.
<u>Knowledge, Skills & Abilities:</u>	<ol style="list-style-type: none">1. Ability to read, speak, write and understand English.2. Ability to meet physical demands of minimally complex office work.3. Ability to foresee and proactively resolve problems within the area of job related responsibilities4. Ability to work alone and with minimal amount of direct day-to-day supervision.5. Willingness to work an organization's environment with a predominately Christian mission.6. Demonstrates skill in Microsoft Office programs, phone system, and office equipment / copiers.7. Demonstrates or able to learn content / data management systems entry (i.e., Constant Contact; membership databases).8. Possess a valid Texas driver's license.
<u>Organizational Relationships:</u>	<ol style="list-style-type: none">1. Accountable to the Session's Administration Committee through the Pastor / Head of Staff as supervisor.2. Work in a mutually respectful setting with other staff, lay leaders, volunteers, members, visitors, contractors and vendors.3. Maintain positive relationships with Session, congregation, staff and users of church facilities.
<u>Employment Eligibility Verification & Background Check:</u>	<ol style="list-style-type: none">1. Must complete a USCIS Form I-9, Employment Eligibility Verification form.2. Must undergo a criminal background check and sexual harassment/abuse investigation prior to employment.
<u>Physical Demands & Environmental Conditions:</u>	<ol style="list-style-type: none">1. Work may involve moving or lifting 20 pounds occasionally, and / or 5-10 pounds frequently, and / or up to 5 pounds constantly when moving objects.2. Exposure to chemicals, fumes, odors, noise and dust possible.

3. Work entails prolonged standing and desk / computer seating, walking on flat surfaces, and limited going up and down stairs occasionally.

Primary Job Functions:

- Provide administrative support to the Pastor / Head of Staff.
- Maintain confidentiality over sensitive personal information.
- Operate office equipment, computers, printers, telephones, currently in place and subsequent equipment the church may acquire.
- Maintain proficiency in Microsoft Office Professional applications for official church correspondence, research topics and issues via the internet, graphics, and layouts of church documents.
- Enter data into the church membership database (MS Access) regularly to track service attendance, visitors, and to update changes to member contact information.
- Post information to access granted church's website, i.e., calendars, newsletters, and upcoming events.
- Open and distribute mail every day to appropriate committees and / or persons.
- Type, print and fold weekly church bulletins and inserts to include order of worship, calendar of events, birthdays, anniversaries, and pray lists, as a minimum.
- Print and distribute other materials for the pastor and congregation, as needed, i.e., annual time and talent mailings, stewardship letters, memorial and funeral bulletins, flyers, and forms.
- Compile the prayers and new announcements each week and distribute to the congregation and participants via Constant Contact email distribution system.
- Maintain a list of requests for communion to home-bound / shut-ins.
- Print and make available through the month the monthly church newsletter.
- Provide employment forms, as requested.
- Enter payroll information for processing from approved timesheets.
- Compile and distribute monthly session meeting packets via email in advance of the meeting day and hardcopy for the actual meeting.
- Compile and distribute Mission Presbytery packets to commissions, if requested.
- Maintain church files in a secure and organized manner.
- Answer office telephone calls and rout to the appropriate staff or committee person.
- Order, stock and maintain a sufficient inventory of office supplies, office forms, and cleaning supplies.
- Occasionally use personal vehicle for work-related errands with reimbursement at the current Internal Revenue allowed rate.
- Manage requests to use church facilities according to the Facilities Use Policy, providing the appropriate fee schedules per category of requestor, collecting deposits and use fees, and scheduling use dates according to availability that does not supersede the church's programs.

Secondary Job Functions:

- Receive cleaning supply order list from the Sexton.
- Note condition of all office facilities and report problems to the Building & Grounds Committee.
- Responsibility for completion of special projects as assigned by the Session committee chairs or Pastor, Head of Staff.
- Use resources in a responsible cost-effective manner.
- If requested, purchase and pickup approved supplies from local vendors.
- Maintain a list of and insurance liability documentation on all vendors, service contractors, and repair services.
- Complete other position appropriate tasks as directed by the Pastor / Head of Staff or Administration Committee Chair.

Terms of Employment

Duties:

As described in the job description for Officer Manager.

Probationary Period:

The initial three (3) months of employment shall be designated as the probationary period. At any time during this period of probation, the Office Manager or the Administration Committee with the approval of Session, may terminate the contract with or without a specified reason.

Notice of Termination:

Subsequent to the satisfactory completion of the probationary period, should the Office Manager decide to leave the church's employment, notice is appreciated, although not required.

Hours:

This is a part-time, 24 hours per week, position.

Compensation:

Payroll shall be paid bi-weekly. The salary shall be reviewed subsequent to the satisfactory completion of the initial probationary period and annually thereafter. Possible increase in salary will be reviewed by the Administration Committee and recommended to the Session.

Benefits:

Benefits are explained in the Personnel Policy of Saint Andrew Presbyterian Church

Evaluation:

The Administration Committee annually will review the performance of work objectives. A report and recommendation will be made to the Session after the review.