

# FIRST TRINITY LUTHERAN CHURCH JOB DESCRIPTION

## Office Manager

### Position Description

Under the direction of the Ministry Operations Manager, the Office Manager is responsible for providing a wide range of church office management tasks and Executive support to advance First Trinity Lutheran Church's (FTLC) mission to "Transform our World, one life at a time, through the Power of God's Living Word".

### Responsibilities

- Demonstrate a transformed life, a love for God's Word, and a living relationship with the Lord Jesus Christ.
- Reception coverage that projects FTLC's image as a welcoming and inviting place to all visitors and members as they approach us by phone and in person.
- Worship support including preparation of bulletins, PowerPoint slides, sermon notes and slides, and reminders to worship volunteers.
- Executive Support to Lead Pastor, Associate Pastor, and Director of Transformation Ministries. This includes managing calendars and emails, arranging meetings with volunteers and teams, tracking RSVPs and space and material preparation for events and meetings, travel arrangements and serve as Church Council administrative support.
- Supervision of the Administrative Assistant according to FTLC policies, including coaching and performance evaluation.
- Manage and maintain church databases and prepare periodic reports such as Lutheran Church Missouri Synod (LCMS) statistics, Official Acts Statistics, and Attendance and related follow-up.
- Set and maintain physical files for Official records, Member records, Ministry Council records and other files as needed.
- Accurately maintain the church calendars:
  - External calendar on church website and post copies as needed;
  - Internal calendar including coordination, scheduling, allocation of the campus facilities, and receipt and deposit of use fees.
- Coordinate the timely distribution of incoming/outgoing mail and prepare appropriate responses to routine inquiries.
- Scheduling and support of Volunteers for worship (ushers, greeters, child care) and office support (duplicating, folding, assembling and distribution of bulletins and mailings).
- Provide support for large events such as Vacation Bible School, Mission Madness, Confirmation, and other celebrations.
- Other general office duties include, but are not limited to:
  - Production of printed materials such as bulletins, prayer request sheets, notecards, booklets, sign-up sheets;
  - Oversee maintenance of a sufficient inventory of office and worship supplies;
  - Ensure the proper maintenance of office equipment;
  - Maintain a petty cash "box" and associated log;
  - Update digital signage;
  - Actively participate in various types of meetings, and take notes as requested;
  - Other tasks as needed.

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## Key Relationships

- Ministry Operations Manager for supervision and support.
- Supervises and supports:
  - Administrative Assistant
  - Office Volunteers.
- Executive support to:
  - Lead Pastor
  - Associate Pastor
  - Director of Transformation Ministries.
- Lead Pastor: all staff report ultimately to the Lead Pastor. Follow the chain of support.

## Qualifications

- Bachelor of Arts in Business or related field, and one years of office management experience including supervision of personnel; or Associates Degree plus five years of relevant experience; or High School diploma plus seven years of relevant experience;
- Computer skills include proficiency with the Microsoft Word, PowerPoint, Excel, Publisher and experience using databases required. Experience with church management software a plus;
- Exceptional oral and written communication skills, including conflict resolution, with a diversity of people;
- Respects and maintains confidentiality;
- Self-directed and flexible with ability to set priorities and remain calm while successfully meeting multiple deadlines;
- detail oriented and creative with project work and event planning;
- Must be resourceful, an independent thinker, and self-sufficient as well as self-motivated.

## Physical Requirements

- Communicating with others to exchange information, verbally, written, and using technology;
- Moving self in different positions to accomplish tasks in various environments;
- Assessing the accuracy, neatness, and thoroughness of the work assigned;
- Light work that occasionally includes moving objects up to 20 pounds.

## Compensation factors

- Full time with anticipated schedule of 37.5 hours per week;
- Some remote work acceptable;
- Hourly, nonexempt.

Supervisor: Ministry Operations Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_