



Mayfield United Methodist Church Job Description for Office Manager (Part-Time- 15-20 hours/week)

Mission Statement

Handle the day-to-day office administration of the church in a confidential manner that will support the mission of the church.

Basic Requirements and Expectations

- Be a committed Christ-follower engaged in the process of Christian discipleship.
- Pass a background check administered through the church office
- Be a team player to work well with other staff
- Be on time and prepared for work
- Connect to the congregation
- Teachable and open to constructive criticism
- Maintain professional conduct as well as appropriate personal practices and boundaries as found in the employee handbook
- Participate in regular performance reviews, including following a 90-day probationary period

Physical Requirements

- Must be able to sit or stand for long periods of time
- Must have the ability to be mobile

Responsibilities

- Assist in maintaining the highest possible ministry standards and professional ethics in accordance with the goals, mission, and purpose statements of Mayfield United Methodist Church.
- Meeting with vendors for new systems
- Attend staff meetings for coordination of events and groups
- Create address labels, group lists, and other documents
- Responsible for the following tasks (and coordinate/delegate to volunteers when possible): answer the phones, answer the door buzzer, greet people at the door and escort to appropriate places in the building, make daily signs, help prepare/coordinate mass mailings, distribute mail, and print name tags. It will need to be done during office hours
- Oversee office volunteer schedule and tasks
- Responsible for calendar scheduling with Google Calendar- scheduling events, coordinating with Building and Grounds Manager for custodial needs, and Lead Pastor for outside groups
- Set up any Zoom meetings that need to be scheduled
- Coordinate with Building and Grounds Manager and Trustee liaison for custodial staff and groups for room set up and needs, and daily code out
- Keep a current list of calendar/group contacts, codes, and organizational backups
- Set up service calls for Blue Tech and Xerox
- Create certificates for weddings and baptisms, and bags for infant/children for baptism
- Assist with bulletins for weddings or funerals, as requested
- Oversee the membership portion of Church Community Builder (CCB) - (adding new members, removing members, baptisms, weddings, births, deaths)



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- Be knowledgeable in using SignUp Genius
- Maintain job descriptions on all paid staff and keep procedures manual up to date
- Keep current on US postal regulations concerning bulk mailings
- Assists with annual reports and Charge Conference documents when it comes to leadership and membership information, or other documents required by Book of Discipline
- Send the Sunday hospitality reminders
- Other duties as assigned

Qualifications

- Strong computer skills in applications like Word, Excel, Publisher, SignUp Genius, and Google
- Strong organization and communication skills
- Willingness to learn computer skills that may be needed
- Strong composition of many of the following spiritual gifts: Administration, Discernment, Wisdom, Leadership, Teamwork, and Service

Work Schedule

- Be in the office during the week; 3-4 hours/daily; flexible schedule
- Occasional work from home opportunities with discussion

Time Commitment

- 15-20 hours a week

Accountable to

- Lead Pastor