

FIRST UNITED METHODIST CHURCH
New Ulm, MN
Job Description for Office Administrator

CLASSIFICATION: Hourly

STATUS: Part-time

SUPERVISOR: Staff – Pastor

Committee – Staff Parish Relations Committee (SPRC)

OBJECTIVE

To perform tasks assigned by church staff or officers in a timely and accurate manner. The three most important skills required for the position are: Clerical/Financial skills, People skills, and Organizational skills.

CLERICAL/FINANCIAL SKILLS

- Computer word processing and data management skills
- Skill in accounting and bookkeeping, including payroll
- Some writing and editing skills for correspondence and newsletter articles
- Creating clear, tasteful printed material, and reproducing in quantities
- Using a copier effectively
- Completing the above tasks in an accurate manner is essential

PEOPLE SKILLS

- It is important to be pleasant, cheerful, and tactful
- Must keep church business confidential
- Be warm, but professional

ORGANIZATIONAL SKILLS

- Display time management skills
- Show initiative in job decision making, keeping in mind that any major decisions must be cleared by the pastor or other responsible person
- Develop a system to make your job flow in an organized manner

DUTIES

- Perform accounting and payroll duties
- Type and reproduce bulletins weekly
- Publicize church events in bulletins and the Circuit Rider
- Keep accurate membership records, noting all official changes
- Maintain a filing system that enables people to find needed materials
- Pick up and distribute mail
- Answering the phone and occasionally making a list of calls
- Keep calendar up-to-date and post schedule changes
- Maintain copies of minutes from all committee meetings
- Display information on the bulletin board in a creative manner
- Outdoor sign management
- Publish Circuit Rider on Web, or Website maintenance if capable
- Other duties as assigned

ACCOUNTABILITY

Revised 8/29/2019

Approved 8/29/2019 by SPRC

- The office administrator will work with and be accountable on a daily basis to the pastor.
- The Staff Parish Relations Committee will be responsible for setting the office administrator's salary and benefits.
- The office administrator may also turn to the Staff Parish Relations committee for support or guidance if there are problems that can not be resolved with or by the pastor.

I have read and accept the secretary position description. I understand this document is not an employment contract and should not be interpreted as such. My employment with the First United Methodist Church is employment-at-will. Employment-at-will means that either party may terminate this employment relationship at any time, with or without notice and with or without cause. Nothing in this document should be construed as a promise of permanent employment with First United Methodist Church.

Name: _____

Date: _____