



First United Methodist Church

Rev. Colleen M. Norman, Pastor
10000 Central Avenue
Oak Lawn, IL 60453

Phone: (708) 423-1170
Email: fumcoffice1@att.net

Website: www.OakLawnChurch.org

JOB DESCRIPTION OFFICE ADMINISTRATOR

Position Classification:

Part-time (17.5) hours, per week

Reports To:

Reports to the Pastor, and accountable to the Staff Parish Relations Committee.

Position Description:

First United Methodist Church is seeking an experienced Office Administrator to support our staff and congregation, as we fulfill our mission to glorify God by helping to make disciples for Christ through sharing with others the message and experience of God's saving grace, in and through Jesus Christ our Lord. The successful candidate will be self-motivated, with a professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. He/She will manage church office operations, coordinate communications, order supplies, keep designated records up to date, and serve as the contact person for equipment and building issues. He/She must possess strong organizational, analytical, and decision-making skills. He/She will need to be proficient in office procedure and methods for ensuring efficient work flow, including a working knowledge of office copiers, computers and software. This position requires the ability to multi-task, to be flexible in the job routine, and to work collaboratively with other church staff members. Relating well with church staff, congregants, and visitors, along with

handling all church matters/information in strict confidence handle office/church matters are crucial components for success in this position.

General Duties & Responsibilities:

- Screens and routes incoming calls, taking/forwarding messages accurately, responds to requests in a timely manner, distributes mail, etc. Greets visitors in a courteous and helpful manner;
- Maintains the security of church building during office hours;
- In collaboration with the Pastor, prepares church bulletins (weekly and special events), orders altar flowers, and coordinates scheduling of worship service participants (liturgists, greeters, etc.). Secures needed music selections from music staff for inclusion in the bulletins;
- Coordinates publication of weekly and special bulletins, including inserts, printing, and folding;
- Schedules regular and special use of the church facility, maintains, and makes accessible the official Church Calendar and online web Church Calendar;
- Works with the Pastor, church staff, and congregants in a cooperative manner;
- Secures, trains, and oversees office volunteers;
- Keeps an inventory of and orders materials and supplies;
- Ensures the proper maintenance of all office equipment, and reviews equipment contracts with Trustees;
- Prepares and reviews with the Pastor an office administrative budget, which will be submitted to the church's Committee on Finance for inclusion in the church's Annual Budget;
- In collaboration with the Pastor, manages the Petty Cash/Pastor's Benevolence monies;
- Responsible for securing office coverage during vacation and personal days off;
- Completes other duties/responsibilities, as assigned.

Pastor & Staff Support:

- Communicates all pastoral care needs to the Pastor and handles all such personal information in strict (and respectful) confidence;
- Provides the pastoral and church staff with needed computer assistance in the preparation of documents, etc.;
- Communicates upcoming and potential issues and concerns with the Pastor and staff.

Church Committee/Ministry Teams Support:

- Responsible for collaborating with appropriate church staff or committees in securing the needed resources for ensuring the proper repair, maintenance, and upkeep of the church building and properties.
- Responsible for overseeing/ensuring issuance of Facility Usage / Shared Facility Agreements and key distribution listing.

Communications:

- Prepares and distributes weekly e-blast communications, including the “Pastor’s Page”, the “Care & Concerns” listing, the “Announcements” bulletin, and any special, occasional information;
- Produces and distributes the church’s monthly newsletter (*The Tidings*);
- Collaborates with the person(s) maintaining the church’s website and social media account (Facebook) toward ensuring accurate and timely information;
- Prepares narthex table signage and Sign-Up Sheets, in the gathering of needed information or the promotion of upcoming events;
- Coordinates and assists with all special/seasonal mailings/communications;
- Maintains accurate Member and Constituent mailing/email lists.

Education & Skills:

- Associate or Bachelor’s degree, preferably in a field related to business/office administration;
- Two (2) years of experience in a business/office environment (church office, preferred);
- Excellent organizational, communication, analytical, and decision-making skills;
- Effective and clear voice in all aspects of communication, especially written and proofreading skills;
- Proficiency with Microsoft Office, church database, graphic design, and video software.

Nature of the Work:

The work involved in this position occurs, primarily, inside the church facilities and generally sedentary in nature. The Office Administrator must be able to comfortably carry small-to-medium-sized boxes (up to 50 lbs.) and maneuver within the church building.

Scheduling:

Core work hours are as follows:

Monday	8:30 a.m. to 12:00 p.m.
Tuesday	8:30 a.m. to 12:00 p.m.
Wednesday	8:30 a.m. to 12:00 p.m.
Thursday	8:30 a.m. to 12:00 p.m.
Friday	8:30 a.m. to 12:00 p.m.

Work hours may be occasionally re-evaluated in support of church activities.