

GRAYS HILL BAPTIST CHURCH
Job Description: Office Manager / Ministry Assistant

Introduction

The position of Office Manager / Ministry Assistant at Grays Hill Baptist Church is a special ministry available in and through our church. This position will manage the church office, provide administrative support for the pastor and ministry staff, and coordinate tasks for church secretaries.

Position Description

The Office Manager / Ministry Assistant will serve as primary administrator of the church office. He/She will seek to use his/her personal gifts and technical skills for the benefit of the church by contributing to the larger ministry's effectiveness and efficiency.

Primary Functions

The following is a **general list** of the **basic duties** the Office Manager / Ministry Assistant.

- Perform basic secretarial duties, such as answering phones and receiving visitors in a courteous manner.
- Pick up church mail, sort, and distribute for various church organization heads by placing it in their designated boxes. Forward e-mail and phone messages in a timely manner to the appropriate persons.
- Provide general clerical support for the Pastor, other ministerial staff, and church organization heads.
- Maintain the church calendar of appointments (for pastoral staff), special church events, facility reservations, along with an annual calendar of congregational and organizational meetings, maintenance service contracts, etc.
- Post all church and membership-related data into the appropriate software, data files, and other records in a timely manner to ensure that all church records are kept up-to-date. Back-up files and records daily.
- Post all accounting/gift/donation records for benevolence/missions in a timely manner into the appropriate software and/or other designated records, to ensure they are kept up-to-date. Back-up files and records daily.
- Maintain the church filing system in a current, orderly and secure state.
- Prepare and design the monthly church calendar.
- Prepare bulletins for distribution and use at services as directed by the pastor.
- Inventory and order office supplies, request maintenance for church equipment as needed, and assist with requests for other supplies from church staff and workers, such as bulbs, paper supplies, teaching supplies, etc.
- Notify the media of special church events as directed.
- Prepare and mail a letter of welcome to Sunday visitors and enter the names into a prospect program (GROW).

- Notify the Facilities and Grounds Committees of any reported problems regarding the church facilities or equipment.
- Maintain the church's webpage and social media pages.
- And other duties as assigned by the Pastor or his designee.

Job Skills & Requirements

In addition to passing a pre-employment background screening, the Office Manager / Ministry Assistant must:

- Possess a minimum of a High School Diploma or GED.
- Be proficient in the use of standard office tools such as copy machine, fax machine, computer/word processor, etc.
- Be familiar with computer hardware and software, including Word, Excel, Outlook, Powerpoint, Quickbooks, and church management software.
- Demonstrate good organizational skills and possess effective communications skills (both orally and written)
- Possess the interpersonal skills to relate to a diverse group of people such as pastoral staff, office colleagues, church leaders, members, and office visitors.
- Conduct him/her self in a courteous and professional manner while keeping a neat appearance and an orderly workspace.
- Be committed to the confidentiality of personal information of the congregation and the staff.

Supervisory Controls

The Office Manager / Ministry Assistant is directly accountable to, supervised and guided by the church Pastor or his designee. He/she also relates to the Personnel Committee as prescribed in the church constitution and by-laws.

I have read and received a copy of my job description. I understand that I am expected to perform my duties as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature

Date

September 2021