**Trinity United Methodist Church**

**Office Administrator**

**Responsibilities, Duties and Tasks**

**General Outline**

The part-time job of the Office Administrator is to: prepare weekly bulletins, announcements and prayer lists; prepare, collect and submit annual conference reports; maintain and transmit church information; perform clerical duties; represent the church to the public; assist and support the pastor, treasurer/financial officer, church members and committees; maintain and manage the use of church facilities; be in charge of the Altar Flower Ministry and annual Liturgist Schedules. For up to a total of 24 hours a week.

**Daily**

1. Answer phone and check voice mail

2. Greet and assist visitors

3. Send notifications via e-mail as needed (ex. Meeting reminders)

4. Take care of mail

**Weekly**

1. Discuss alter flowers with weekly contributor

2. Designate who is to receive flowers at each week’s flower ministry

3. Prepare and print Church Bulletins

4. Prepare and Prayer Request and Worship Assistant Schedule for Worship Services

5. Prepare Announcements

7. Print Children’s Bulletins (3-6) and (7-12) from church e-mail and print copies

8. Send any Memorial letters out to Family and to the Donors

11. E-mail Bulletin to Liturgists by Thursday morning

12. Schedule the use of church facilities according to policy

13. Provide mail, e-mail, and phone support for ministries in church

14. Update church website.

Job Description

Office Administrator

Page Two

15. Mail bulletin to shut-ins

16. Narthex – (bulletins, Children’s bulletins, usher attendance slip, and prayer request sheets) and check pews for envelopes, pencils, visitor cards, misaligned books, and re-fill liquid candles – Thursdays

17. Assist pastor in garbage collection

18. Keep office clean, neat and organized

**Monthly**

September – May: Contact Chairs of the following committees:

 a. Prayer Shawl Ministry

 b. Trinity Ladies Circle

 c. Mattie Clark Circle

 d. Margaret Lucas Circle

 e. UMM

 f. Called to Care

 to make sure they are meeting the next month (time and location) and put in the Announcements when appropriate

**Annually**

 1. Create Liturgist Schedule

 2. Conference Annual Audit Report due in August

 3. Create Altar Flower Provider List for following year

4. Charge Conference Reports (fall)

 5. End of year Tables I, II, and III Conference Reports due end of January

 6. Obtain information and photos on December (prior) and May graduates from high school and college and place in announcements on “Recognition of High School Graduates Sunday”

Job Description

Office Administrator

Page Three

**Other Duties as They Arise**

 1. Order supplies, paper towels, toilet paper, kitchen ware for hospitality events, seasonal event supplies for worship services, books for adult Bible study, order office supplies such as copy paper, bulletin paper, stamps, pens, etc.

 2. Advertise events such as Early Rise Easter Service at Old Trinity, Community Lenten and Advent Services, UMM events- contact Bladen Journal, Bladen On-line, Bladen County Ministerial Association, local churches

 3. Collect monies for fundraisers such as Boston Butt sales, Adult Study books, etc., (keep records)

 4. Maintain and update Committee Distribution Lists in contacts under E-mail

 5. As Facilities Manager - maintain calendar for reservations of Church and Activity Buildings

 6. Send notification via e-mail as needed (reminders)

 7. Attend the following Committee meetings:

 a. Administrative Council

 b. Finance Committee – take minutes

 c. Membership Care

 d. Worship Committee

 8. Maintain Membership information (including change of address, phone, etc.) accurate and up-to-date in Servant Keeper computer program. Record births, baptisms,

membership, deaths, transfer in Church Membership Book and on Excel spreadsheet “Master Church Directory”, “Active Participant Directory”

 9. Call services as needed for repairs, maintenance, etc.

 10. Have working knowledge of Microsoft Word and Excel, copiers

 11. Send out church Phone Tree messages

 12. Miscellaneous

Job Description

Office Administrator

Page Four

**Minimum Qualifications**

 Computer skills, copier skills, phone skills, internet awareness, people skills, flexibility, self- motivation

**Employee Benefits**

 Vacation – one week paid vacation per year

 Holidays – 10 paid holidays per year - New Year Day, Monday after Easter, Memorial Day, 4th of July, Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Day and the Day after Christmas

**Salary**

 Sixteen Thousand Eight Hundred Dollars ($16,800.00) annually paid monthly

**Physical Requirements**

 Able to sit at a desk for an extended period of time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised 8.8.2021