

## **Job Description for Office Manager**

Messiah Lutheran Church, Madison, Alabama  
Messiah Lutheran Church,  
7740 Highway 72 West  
Madison, AL 35758  
(256) 721-0041 | mlutheran.org

**Date prepared:** August 2024

**Position Type:** Part-time Up To (26.5 hrs/week, 1,378 hrs/yr)

**Location:** Messiah Lutheran Church

**Schedule:** 8:30am – 12:00pm, Monday through Friday

### **GENERAL PURPOSE OF POSITION:**

Messiah Lutheran Church (MLC) is seeking an Office Manager to support and assist with the day-to-day operations of the church. This pivotal role ensures smooth administrative operations while fostering meaningful connections within the church community. The office manager will work closely with the pastor and other staff to help fulfill MLC's mission and vision.

### **SUPERVISION AND SCOPE OF WORK:**

The Office Manager will serve under the supervision of the Senior Pastor.

### **RESPONSIBILITIES:**

- To assist the pastor in performing their ministerial duties.
- To handle written and verbal communications for the Pastor when directed.
- To prepare church bulletins and inserts for services of worship. Upon approval, print and distribute items and accompanying worship books/supplies. (MS Office 365)
- To assist in the final proofreading and printing of MLC's printed newsletter and distribution of the e-edition.
- To assist Pastor with official membership records, write letters of transfer, and prepare baptismal and sponsorship certificates.
- To manage and keep the church facility calendar (Team Up) updated when events are scheduled. If large events are scheduled notify custodian so that they are aware.
- To receive incoming telephone calls and e-mails, provide non-confidential information on a variety of requests, and/or direct to the appropriate person.
- To be a compassionate listener and maintain confidentiality.
- To receive incoming people, greet cordially, discover reason for visit, and assist as necessary.
- To receive incoming mail and disburse outgoing correspondence and record all outgoing checks.
- To know MLC's emergency procedures and provide help as necessary.
- To notify the Council Representative for Property when there is a reported problem within MLC's facility or exterior grounds.
- Contact the households sponsoring Sunday morning chancel flowers and maintain the sign-up board in the Narthex.

- Communicate and collaborate with the other Office Manager on a regular basis on work to be done.
- Provide periodic assistance to church officers, council representatives, and ministry leaders in the performance of their duties. This may include sending out letters, managing council forms, and ordering of requested supplies/materials. The Office Manager is not required to perform the overall function of these individuals.
- Administer MLC's SignUp Genius account and assist members and volunteer coordinators in use of the software in support of their duties, and if necessary, updating the volunteer slots available.
- To maintain church office files.
- Purchase supplies as needed for the pastor and Church office and be familiar with budgeting procedures and tracking for that area.
- Maintain office equipment and ensure equipment is functional and that consumables necessary for their operation (ink, paper) are kept in stock.
- To keep up with petty cash expenses and make periodic reports to the Church Treasurer and assist with the administration of other income receiving accounts under the supervision and direction of MLC's Council Representative for Finance.
- To compile, edit, and send MLC-E news on regular weekly intervals to MLC's mail subscribers (Mail Chimp).
- To update the member database (Church Windows) and the subscriber list in MLC's e-mail server (Mail Chimp).
- Administer MLC's forms and data collection service (Jotform) in coordination with MLC's ministry leaders who request forms to support their ministry goals.
- Administer users on MLC's door access system under the direction of MLC's Council Representative for Property and maintain an accurate key log for physical keys to the site.

## **QUALIFICATIONS & APTITUDES:**

### Personal Qualities:

- An active Christian believer.
- Receptive attitude and appearance.
- Able to maintain confidentiality.

### Personal Skills:

- Comfortable meeting people.
- Good telephone voice.
- Able to deal with stressful situations.
- Able to take initiative.
- Be able to direct to appropriate source if unable to help.

### Professional Skills:

- Strong written and verbal communication skills.
- Skilled with office productivity software and cloud-based files (MS Office, Google Workspace)
- Skilled at Data Entry, reporting, and record management.
- Clericals skills (filing, copying, bulletin assembly)
- Basic accounting skills (for tracking petty cash, office supply expenses)

**Inquiries:** Please send resumes to [personnel.committee@mlutheran.org](mailto:personnel.committee@mlutheran.org)