

OFFICE ADMINISTRATOR

Reports to:	Senior Pastor
Effective:	March 20, 2018
Directly Supervises:	Communications Director, Facilities Manager, Bookkeeper, Gospel Opry Custodian
Status:	Full-time (35.5 hours per week)
FLSA:	Nonexempt

Job Summary

The Office Administrator will provide administrative leadership for the main office at Aldersgate UMC in a professional, efficient manner that honors God. This person will supervise other administrative employees and be responsible for all non-financial church records and reporting, all external and internal communications, and offer secretarial/clerical support to our Senior Pastor. This person will work closely with the Senior Pastor to interact effectively with ministry leaders, volunteers, and staff members of Aldersgate UMC on his/her behalf in facilitating church administrative ministries. Ultimately, this person will work under the direction of the Senior Pastor to help implement the vision of Aldersgate UMC and to support the mission of the church “to lead people into a growing relationship with Jesus Christ and share His love with our community.”

Essential Functions

- Supervise the Communications Director, Facilities Manager, Bookkeeper, and Gospel Opry custodian to help them fulfill their roles effectively and efficiently.
- Manage all non-financial church records and reporting, including but not limited to Missional Vital Signs and other regular district and conference reporting, Charge Conference forms, local church dashboard (attendance and giving), membership records, church profile, and committee meeting minutes.
- Coordinate and maintain the master church calendar, ensuring that room and communication requests are routed to and approved by the proper staff persons.
- Manage all office administration, including but not limited to managing equipment maintenance and contracts, ordering new office supplies and church stationery, ordering and distributing offering envelopes for congregants, and managing relationships and maintaining contract files with vendors such as photocopiers, computers, alarm systems, phone system, and janitorial services and supplies.
- Plan and organize the development, production, and distribution of all printed and electronic church publications and mailings, and social media and website, working with our outsourced creative/design person to ensure a consistent “look” and high level of quality.
 - This includes but is not limited to weekly worship bulletins, monthly newsletters, monthly calendar of events, brochures, posters and flyers, stewardship materials, weekly e-blasts/emails, assisting the Financial Secretary with quarterly giving statements, and slides for weekly worship services in the sanctuary and FLC.
- Provide administrative support for the Senior Pastor, including but not limited to correspondence, agendas, minutes, committee reporting, and scheduling.
- Train, coordinate, and supervise office volunteers who will answer the telephones, provide hospitality and direction for office guests, sort mail, and generally “direct traffic” for the main office during regular office hours.

Other Responsibilities

- Participate regularly in staff team meetings and ministry meetings as required.
- Orient new employees using the Employee Handbook, ensure all necessary paperwork is completed, trained on office equipment, copier codes, etc.
- Serve as the Church Council recording secretary, taking meeting minutes and distributing them in a timely manner, maintaining all committee meeting minutes, and performing other administrative work for the Church Council as directed by the Senior Pastor.
- Devote his/her personal and professional life to being an example of what it means to follow Jesus Christ, live a life of discipleship, and walk in His grace.
- Perform all other duties assigned by the Senior Pastor.

Minimum Qualifications

- High School diploma or equivalent required; associate's degree from a college or university or equivalent combination of education and experience preferred.
- Experience in successfully managing people, including goal development and performance management for employees.
- Computer literate, with a working knowledge of Microsoft Office software.
- Able to work in the church office and maintain a consistent schedule:
 - Mondays through Thursdays 8:30am-5:00pm, with 30-minute lunch breaks each day
 - Fridays 8:30am-12:00pm
 - 3 additional hours as needed for Church Council meetings
- Strong commitment to the Christian faith required; familiarity of the polity and theology of the United Methodist Church is helpful.
- Willing to adhere to the Aldersgate UMC Staff Policies and Employee Conduct Expectations, to be loyal to the Senior Pastor and church leadership, and to be faithful to Aldersgate UMC mission, vision, and values.
- Able to pray and play well with others.
- Preference given to someone not affiliated or previously affiliated with Aldersgate United Methodist Church.

Physical Requirements

- Ability to speak and communicate clearly, both verbal and written, to individuals.
- Ability to work independently on a computer (looking at a monitor, typing, sitting, etc.) for long periods of time.
- Ability to lift files and open filing cabinets, bending or standing on a step stool as necessary.

Core Competencies

- *Trust and integrity.* Is widely trusted; seen as direct and truthful; loyal to the Senior Pastor; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.
- *Maintains appropriate confidentiality.* Committed to confidentiality regarding all observations and conversations; makes information accessible and available to those entitled to it and does so in a timely manner; knows what information should be accessible to whom and keeps those boundaries firm.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player; represent the Senior Pastor with warmth and grace to staff, congregants, and guests when he/she is not present in the office.
- *Organizing.* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal (multitasking); can use resources effectively and efficiently; uses time efficiently and strategically.
- *Dependability.* Ability to meet deadlines on a consistent basis; faithful and punctual in attendance in the office and at meetings as required.
- *Developing volunteers.* Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- *Organizing.* Can gather and organize resources (people, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal (multitasking); can use resources effectively and efficiently.
- *Conflict management.* Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out agreements and settle disputes equitably; can find common ground and get cooperation with minimal disruption.