



BRECKSVILLE

UNITED METHODIST CHURCH

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Job Title: Office Manager	Compensation: Hourly	Education: Bachelor Degree preferred or equivalent work experience
Supervisor: Senior Pastor		
Work Period: Part time/30 hours per week. Sunday thru Thursday, hours TBD		
Date: Updated December 2023	Reviewed By: Rev. Heidi Welch, Kathy Louttit, Melanie Smith	

Position Overview

Brecksville UMC's Office Manager gives a warm welcome to all who interact with the church and connects the people of the church, the community, and vendors with the different church ministries. The Office Manager attends to the administrative and record keeping details of the church, ensuring ministries run smoothly and other staff and volunteers are equipped to *create safe spaces to grow with God and one another*

Job Functions

General Office

- Be the face of the church: greet everyone with warmth, hospitality, sensitivity, and discretion.
- Serve as the church Finance Secretary - managing accounts receivable.
- Establish and maintain general office hours for church business.
- Screen, act-on, or appropriately direct incoming calls, emails, and correspondence in a timely and accurate manner.
- Respond to requests for financial assistance and manage "Deeds of Mercy" fund.
- Maintain church event calendar and coordinate facility & Zoom use.
- Ensure church building is opened and closed as necessary.
- Maintain and update church records - membership, baptism, wedding, funeral, and Confirmation - and manage the church database system.
- Provide proofreading services to all staff as requested. (i.e., bulletins, newsletters, mailings, etc.)
- Print materials as needed, including programs, bulletins, newsletters, and special publications.
- Coordinate mass mailings. Manage mailing permits and standards.
- Maintain office inventory and purchase office supplies.
- Track office expenses and keep office budgets.
- Coordinate our computer network and hardware with outside vendors, including contract questions and basic troubleshooting, as necessary.
- Manage our digital telephone system.
- Be a conduit for prayer requests.
- Coordinate pastoral care as requested by hospitals, hospice, and funeral homes.

- Coordinate with volunteers and ministry teams for various activities and provide clear communication to volunteers and ministry teams to facilitate their participation.
- Assist with recruiting worship volunteers as needed and provide clear communication to worship volunteers to facilitate worship.

Finance

- Input weekly offering and generate reports for the Finance Manager.
- Maintain giving records.
- Record and monitor annual pledges and generate reports for the Finance Manager.
- Generate and distribute giving statements.
- Track and recognize memorial gifts.

Annually/Seasonally

- Coordinate with staff, Leadership Board, and ministry teams to submit annual Charge Conference paperwork on time.
- Coordinate end of year reporting.
- Coordinate seasonal needs for worship: order Palms, Easter Flowers, Poinsettias, Candles etc.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education: High school diploma or equivalent.
- Committed to Brecksville UMC's mission of creating safe spaces to grow with God and one another and our values of honest worship, determined service, courageous inclusion, lifelong learning and joyful gathering.
- Enthusiastically serve on an open and welcoming, Christ-centered, mission-driven team that is committed to serving as the hands and feet of Christ.
- Ability to respect confidentiality and deal skillfully with sensitive information.
- Experience in or knowledge of a church environment is a plus.

Skills

- Self-starter with the ability to take ownership of projects and processes and consistently implement those projects and processes.
- Excellent customer service orientation.
- Strong attention to detail, including the ability to carefully review and edit written materials.
- Effective team member, willing to assist staff in carrying out the ministries of the church.
- Ability to listen with empathy, and to engage with all people as children of God.
- Proficiency with technology and aptitude for learning new computer programs.
- Excellent organizational skills.
- Effective verbal and written communication skills. Ability to read, write, and understand English.
- Current and active, valid driver's license and required insurance.
- Understanding of basic accounts receivable, budgets and financial reporting.

Accountability

- Regular updates with the Senior Pastor regarding essential job functions and areas of responsibilities within the church.
- Attend weekly staff meetings.
- Attendance at church on Sunday mornings would be preferred; engage with worship service online if not in person.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of BUMC.

