

OFFICE ADMINISTRATOR JOB DESCRIPTION

First Presbyterian Church Green Cove Springs

Position Description

Job Title: Office Administrator

Reports To: Pastor

FLSA Status: Exempt, 8-10 hours per week or as required.

Revised: October 5, 2023

Approved: _____

Education: High School Diploma or GED required, additional education preferable.

Essential Requirements and Responsibilities:

Primary Requirements

- Represent the Mission of First Presbyterian Church to its leaders, members, and visitors in a professional and courteous manner.
- Maintain a high level of confidentiality.
- Ability to communicate effectively, both written and verbal, with the church leaders, members, and visitors.
- Possess knowledge of church policy and procedure.
- Demonstrate working knowledge of standard office equipment.
- Have sufficient technology skills to competently operate basic computer software, including but not limited to: MS Word, Excel, Outlook, and church database software.
- Demonstrate competency in navigating the internet.
- Ability to perform daily tasks with limited supervision.

Support to Church Leadership:

- Lend administrative support as needed to Pastor. While not being the administrator for church leadership (session, others) assist when asked within reason.
- Assist in the administration of church policies and procedures as directed.

Membership:

- Maintain Servant Keeper membership database with the exception of financial records.
- Record attendance for worship services, Sunday school classes, and any other CE related groups as requested. Generate rosters & reports as necessary.
- Assist Member Care by maintaining SK MCM Shepherd lists.
- Prepare New Member Packets as requested.
- Maintain and distribute the church prayer list.

Communications:

- Monthly Newsletter - gather the information for the Newsletter and distribute monthly newsletter.
- Website - assist Social Media Chair as needed to help maintain our website in a current manner.
- Announcements – prepare information for distribution via internet, Sunday bulletins, or other method as requested.
- Receive, sort and distribute mail.
- Check electronic mail regularly, redistributing correspondence as needed.
- Maintain postage supplies.
- Respond to messages in a timely manner.
- Answer Phone

Services (Sunday Worship, Funeral/Memorial, Weddings, Holidays/Special Services):

- Bulletins – prepare all service bulletins with information provided by pastor, musicians, etc.

Other:

- Provide direction for office volunteers and support to other church volunteers with regards to administrative duties as needed.
- Greet community visitors (telephone and walk-in) in a professional and courteous manner. Provide assistance when able or redirect as needed.
- Send reminder notices in a timely manner to worship service participants and flower sponsors.
- Maintain office and public church calendars including website.
- Maintain required documents on contractors and groups from our community that use our facilities. This does not mean it is the administrator's responsibility to acquire such documents only to file them.
- Maintain and organize office supplies.
- Place orders for cleaning supplies, CE materials, kitchen supplies and office supplies, etc. as needed.
- Distribute key codes to session members and issue temporary key codes when needed.
- Maintain copy machine and supplies.

Office manager should be kept up to date with all pertinent information

Contact the office manager with questions that can't be resolved yourself, questions that need answered and when guidance on a situation is required.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT