



Position Description

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| Job Title: | Office Administrator |
| Reports To: | Pastor (Personnel Committee, in the case of a vacant pulpit) |
| Position Status: | 24 hrs/wk |
| Position Summary | The church office is the hub of communication and requires efficient clerical office management skills. |

Accountability:

- In terms of duties and responsibilities—to the Session of the Church by way of:
the Pastor as Head of Staff
- In terms of performance, employment, and personnel matters—to the Session of the church by way of:
a) the Pastor as Head of Staff
b) the Personnel Committee of the Session

Foremost Job Responsibility:

All staff positions at Hope Presbyterian Church function within the body of Christ and are therefore expressions of the Church. Though staff positions have unique and specific job responsibilities according to that role, all staff members at Hope have one chief, foremost job responsibility as they perform their work:

- **Relational ministry.** Above all else, staff are expected to be relational with all people, fostering and demonstrating the care and love of Christ to one another as best they can.

Specific Job Responsibilities and Duties include but are not limited to:

Church Communications

- Answer and direct all incoming calls in a courteous, friendly, and professional manner.
- Welcome and announce incoming visitors to the appropriate party, if needed.
- Print the Sunday order of worship for the congregation.
- Receive prayer requests and communicate through the e-mail prayer chain.
- Gather information for, prepare, and distribute the Wednesday Weekly Update.

Church Administration

- Coordinate church facility rentals.
- Perform daily mail distribution.
- Maintain and update the ChMS, church mailing, email lists, and church directory.
- Maintain and update the church operations manual (hard copy and digital).
- Work with the Clerk of Session to keep the permanent church membership roll current.
- Provide clerical assistance to the pastor, church staff, and volunteers, as needed.
- Prepare annual congregational reports in conjunction with other staff members and the Session.
- Recruit and train office volunteers to assist with office tasks and presence when needed.
- Other duties as assigned by the Head of Staff.

Personnel

- Notify the Clerk of Session of changes in status—including births, deaths, and weddings in church membership and families of members.
- As a function of the Personnel Committee, maintain, prepare, and submit the yearly Office budget.
- Participate in semi-monthly (twice a month) staff meetings.
- Participate regularly in the life of the congregation through worship, service, presence and relational ministry.

Office Management

- Order church office supplies.
- Coordinate the repair/maintenance/vendors/inventory of church office equipment that are part of the Office budget.

Job Skills and Requirements:

- **Strong Administrative Skills:** Ability to organize tasks, prioritize effectively, and communicate clearly and professionally.
- **Technical Proficiency:** Skilled in using various computer programs and platforms, including Church Management Software (ChMS), Google Workspace, Mailchimp, Adobe, and Microsoft Office Suite.
- **Attention to Detail:** Demonstrates a high level of accuracy and thoroughness, ensuring timely completion of assignments and meeting deadlines.
- **Interpersonal Excellence:** Maintains positive relationships, fosters teamwork, and supports church ministries with a pleasant and approachable demeanor.
- **Commitment to Confidentiality:** Upholds strict confidentiality regarding all church, staff, and member records.

Terms of Employment:

- This position requires 24 hours per week.
- Employment is based on annual performance reviews conducted by the Pastor and the Personnel Committee of the Session.
- Salary and remuneration considerations shall be reviewed annually in conjunction with performance appraisals and church budget.
- For paid time off (vacation/study leave/personal time) data, refer to the HPC Personnel Policy.

Leaving the Church:

It is our hope that you enjoy working for Hope Presbyterian Church and that it will help you grow both spiritually and professionally. We realize, however, personal circumstances may change and that you reserve the right to voluntarily terminate your employment at any time, for any reason. We reserve the same privilege. If you wish to resign, we ask you to provide a two-week notice.

Work Employment and Physical Demands:

Normal office environment, ability to lift 10-40 lbs., greater than 30% standing/walking required.