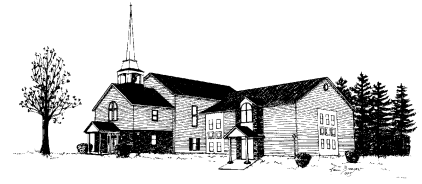


BRISTOL LUTHERAN CHURCH, ELCA

6835 HWY N, Sun Prairie, WI 53590-9431
www.bristollutheran.org

Tim Knipfer, Pastor
pastortim@bristollutheran.org
Ron Radunzel, Council President



Position Description: Parish Office Manager – 10-15 hours per week - Revised September 2018

At the direction of the Congregational Council, the position of part-time Office Manager serves the church in Office Administration, Coordinating Communication, and Church Office Management.

Key Functions – As follows, with Council or Pastor Directions as needed

Administration:

- Organizes and prepares worship materials, including weekly worship announcements, leader folders, and slide projection for worship. Proofs all documents for accuracy.
- Creates and posts schedules for worship assistants.
- Prepares monthly newsletters in digital and print formats, mass mailings and emails, and online activity calendar (via web application.) Proofs all documents for accuracy.
- Develops and maintains digital documents including spreadsheets, charts, graphics, images, forms and databases.
- Prepares and assists with preparation of reports for staff, council & committees.
- Maintains the church directory (updated annually in January), email distribution lists, the postal mailing database, and document filing system. Back up records as directed.
- Prepares Annual Report

Coordinating Communications:

- Welcomingly receives visitors to the church and the Pastor's office, referring all inquiries on weddings, funerals, baptism or other pastoral needs to the Pastor or if needed, in the pastors absence, the on-call pastor or Council President.
- Answers incoming phone calls and emails, and responds accordingly.
- Updates website & social media as directed.
- Opens, reads and/or distributes confidential mail.
- Distributes invoices, itemized bills, sales slips to Treasurer for processing. Reconciles bank and credit card statements for church credit card.

Church Office Management:

- Prepares and follows an annual office budget as directed by Congregational Council.
- Maintains a petty cash account for misc. supplies and records such transactions.
- Manages, schedules and trains office volunteers.
- Manages contracts, licenses and online accounts and ensures accounts are kept up to date. This includes office & building contracts, copier, software, online and copyright licenses.
- Operates and maintains office equipment, including personal computer, personal printer, calculator, and copy machine.
- Reviews office supply inventory and places refill orders as necessary, including postage.
- Distributes building keys and maintains a record of ownership.
- Coordinates scheduled services (plowing, mowing, cleaning, etc.), that would conflict with church events such as funerals or weddings.

Core Competencies & Skills

- Expectations include effective verbal, interpersonal and written communication skills, including accuracy in grammar, spelling, punctuation and proof reading. Effective time management, efficient planning and organizational skills, and handling confidential matters with discretion is expected.
- Experience with the proper use of the internet, email etiquette, and digital file management.
- Familiarity with database management program and/or willingness to learn church database.
- Exhibit a proficiency in utilizing MS Office software, notably MS Word, Power Point, Excel, as well as a working knowledge of Adobe (PDF) documents.
- Experience with updating social media (Facebook) and website content is preferred.
- Experience in a faith based or non-profit organization in a leadership role working with volunteers. Exhibits willingness to work with volunteers.
- Familiarity or prior experience with church culture and vocabulary is preferred.
- Use of a personal vehicle is required for duties within the job description (i.e. post office, bank). Reimbursement for mileage is based upon the government mileage rate for work related trips and does not include volunteer activities for the church.

Other

- Reports to Council Executive Committee
- Hours are Monday through Friday, 9 am – 12:00 noon
- Pay will be based on experience.
- The position description above is subject to change.