

CHRIST CHURCH UNITED

JOB DESCRIPTION – CHURCH OFFICE MANAGER

Overview of Position

The Church Office Manager serves as an integral part of the administration for the day-to-day operations of the church, ensuring smooth communication and organization within the congregation and its various committees. This role involves managing schedules, handling correspondence, and maintaining church records.

Accountability

The Church Office Manager is accountable to the Ministry & Personnel Committee.

Skills Required

- Diplomacy and confidentiality
- Excellent interpersonal skills
- Proficiency in office management
- Technically adept, using strong working knowledge of Word, Power Point, email, Zoom or Zoom-like programs, etc.
- Knowledge of multi-media
- Knowledge of office equipment
- Exceptional communication and organizational skills
- Is capable of efficiently multitasking on a regular basis
- Ability to listen and respond to requests with discretion, tact, and patience (ie. pastoral care)

Work Hours & Schedule

- Expected Hours – Is 18 hours per week (12 hours confirmed & 6 hours flexible). Office hours are normally Tuesday & Friday from 9:00 a.m. – 3:00 p.m. Hours of work shall be coordinated with the Minister's and Church Office Manager's schedules.

Personal Qualifications

- Confidentiality - Ensures the discreet and integral handling of sensitive information. The Church Office Manager, often the first point of contact for personal matters within the congregation, commits to privacy by securely managing communications, records, and counseling notes, disclosing them only with proper authorization.
- Communication - Demonstrates the ability to clearly and effectively communicate information to staff, congregants and visitors.

Personal Management

- Take advantage of at least one yearly opportunity to improve professional skills. Note: Course and/or workshop to be identified by January 1st each year.
- Staying abreast of the latest computer technology which might benefit the church.

Privacy Officer

Christ Church United is committed to maintaining the accuracy, confidentiality and security of all personal information in its possession, including photos. On behalf of CCU, the Church Office Manager acts as the Privacy Officer to Christ Church United and to comply with the requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA) and any other applicable legislation.

Responsibilities are as follows but not limited to:

Maintain the smooth operation of the office by:

- Greets all persons in a friendly and polite manner, determine their needs and assist with inquiries.
- Handles incoming and outgoing correspondence in a timely and accurate manner.
- Collects the mail from the post office on a regular basis and distributes as required.
- Oversees the maintenance and inventory of office supplies and equipment, ensuring that the church office operates efficiently and stays within budget for supplies.

Coordinating Calendar Scheduling and Appointments

- Assists the Minister as requested for communication, scheduling, correspondence, appointments.
- Manages the church calendar by being point of contact (Facility Co-ordinator) for booking baptisms, weddings, funerals, and other events that make use of the church and ensures there are no conflicts.

Administrative Support:

- Assists in editing and printing the weekly church bulletin provided by the minister.
- Prepares the church's announcements for insertion into the weekly bulletin and the Friday File.
- Prepares slide announcements for Sunday Worship PowerPoint.
- *As Required* – Prepares the PowerPoint presentation (graphics, hymns, prayers, announcements, etc) for projection of weekly church services and other special events.
- Annual General Meeting:
 - Prepares AGM Agenda & PowerPoint slides of the motions to be made.
 - Prepares the Annual Report, formatting, photocopying and distributing to the congregation prior to the meeting. Organizes a team of volunteers to assist, if required.
- Coordinates with Council Chairs to ensure all sections of the Yearly Statistical Reports are completed and submitted as required by the United Church National Office (Church Hub).
- Prints the year-end charitable receipts for the Treasurer (*to be coordinated in advance*).
- Organizes training sessions for the congregation & community at large if applicable (i.e. defibrillator)

Record Keeping

Adheres to legal and financial rules by:

- Maintain and update an extensive collection of church records, including membership directories, baptismal, marriage, and funeral records, ensuring accuracy and confidentiality.
- Maintain Committee Meeting Minutes on a regular basis to ensure proper records are kept safe and available for review by the regional council, if required.
- Maintain control of sign out sheets of record books and membership rolls.
- Completes the annual pastoral charge statistical & information forms and returns them to the General Council Office by the required date.

Worship (*identified by the Chair of Worship*)

- Orders supplies (i.e. book studies, Sunday School material, baptismal candles & certificates and communion cups).
- Prepares certificates for baptisms, membership by profession of faith, membership by confirmation.
- Assists the Minister - acts as liaison to other volunteer organizations and church-affiliated committees:
 - Ecumenical Services (i.e. prepares & prints bulletins)
 - Annual Morewood Cemetery Service (i.e. prepares & prints bulletins)

Facilities

- Monitor signing out/in of church keys.
- Serves as the contact person for deliveries.
- In conjunction with the Chair of Property:
 - Maintains an inventory of church property and equipment
 - Defibrillator: orders supplies (ie. pedi pad replacements)