

Trinity United Methodist Church
Position Description

Position Title: Office Administrator

Classification: Professional Staff

Responsible To: Senior Pastor

Full time or Part time: Full time (40 hours)

Salary range: \$32,000-\$48,000

Relationships: All pastors, staff, and congregants

Responsibilities:

Phone System

- Administrator for entire phone system. Some duties include training new staff on phone system, setting holiday messages, etc.
- Provide backup for answering phones if needed

Door/Alarm System

- Work with Facility Director to set unlocked door times for special events
- Program and distribute fobs used for specific groups (staff, music ministry, nursery, etc.)
- Add or delete users to office alarm system

Bulk Mailing

- Coordinate all bulk mailers (order supplies, print, coordinate volunteers if needed, label, fill out paperwork, drop off mailing at USPS)

Database

- Maintain database based on known information (address changes, membership change, births, deaths, etc.)
- Create and maintain groups/organizations in database
- Set up requested online registrations
- Run reports and queries as requested
- Send emails for events or committee/group meetings
- Train new staff members in database features
- Enter visitor information based on pew pads each week

Church Calendar and Events

- Maintain master calendar, staff out of office calendar, Senior Pastor calendar
- Reserve rooms/meeting spaces for groups
- Schedule, plan, and lead annual/biannual calendar planning meeting
- Schedule baptisms
- Create and send monthly parking calendar to city
- Point of contact for special event requests, paperwork, and invoices
- Point of contact for scheduling weddings. Distribute wedding booklets to brides and distribute application to Pastor, Facilities Director, and Wedding Coordinator
- Bill wedding and event charges

UMC Conference

- Missional Vital Signs (monthly)
- Statistical Reporting (annually)
- Charge Conference Forms (annually)

Funerals/Congregational Care Support

- Communicate with pastors when a member, regular attender, or family member of Trinity has passed away
- Work with pastors on order of service and create bulletin if necessary
- Communicate with funeral home regarding arrangements
- Copy CD recordings of service for family members
- Request additional library parking
- Maintain congregational care board based on known information
- Call area hospitals for congregant room numbers, updates, etc.
- Take prayer requests by phone or email and send out prayer chain message
- Order and pick up memorial leaves
- Write memorial thank you cards and acknowledgements
- Submit memorial list to Communications Coordinator for monthly Tidings publication

Editing

- Edit and distribute communications from Lead Pastor
- Review and edit weekly bulletin before printing based on known information
- Review and edit monthly Tidings based on known information
- Edit and send committee communications via email when requested

Pastor Support

- Credit card documentation for Lead Pastor and Office Administrator
- Support pastors with special projects as needed
- Set appointments for Lead Pastor

Office maintenance

- Add new users to copier
- Create or order nametags for staff or church members
- Maintain all office machines – copier, printers, postage meter, folder, paper cutter, etc.

Staff Support

- Background checks for volunteers and staff hires
- Circulate staff birthday cards
- Coordinate staff meeting devotions
- Coordinate staff special meetings/events
- Keep staff break room stocked with supplies
- Supervise Office Assistant (provide backup support when necessary)
- Work with Office Assistant to create and print special services bulletins (Advent, Lent, etc.)

Also includes other duties assigned which fall within the range of this position

Interested? Cover letter and resume should be sent to trinity@tumct.org.