

Job Description

Position: Office Manager – Rock of Ages Lutheran Church

Reports to: Church Council/Pastor

Work Schedule: 9AM – 3 PM, Tuesday - Thursday

Supervisor: Pastor

Purpose: The Office Manager position at Rock of Ages Lutheran Church exists to provide comprehensive administrative support to the Pastor, Church Council and Ministry Team Chairpersons as they serve the mission of the congregation to share God's love through Christ with all people.

Primary Duties and Responsibilities

1. Answer phone calls and respond as appropriate.
2. Retrieve mail from the Post Office box and distribute to appropriate recipient.
3. Manage all database processes (ex: attendance, new members, Constant Contact, Servant Keeper)
4. Prepare and publish weekly worship bulletins utilizing input from pastor and musicians.
5. Prepare communications documents as directed by Pastor, Church Council and Ministry Team Chairpersons
6. Manage all supply and office equipment needs
7. Manage all document filing needs
8. Prepare and distribute monthly activity calendar obtaining inputs from all stakeholders
9. Communicate with other churches, agencies, companies and Florida-Bahamas Bishop's office as needed
10. Other tasks as directed by Pastor, Council Members and Ministry Team Chairpersons

Qualifications

1. Pleasant interpersonal nature, able to engage all manner of personalities with careful, patient listening skill and discretion.
2. Previous experience working in a small office
3. Computer competency with experience using Microsoft Office 365 (Word, Excel)
Able to learn and manage QuickBook, Constant Contact, Servant Keeper, Wordpress
4. Ability to work with minimal supervision on occasion
5. Good communication skills (verbal and written)
6. Ability to creatively problem solve

Approved by: _____ **Date:** _____