

TRINITY PRESBYTERIAN CHURCH
Job Description – Office Administrator

Purpose: To provide Trinity Church the services as described below.

Accountability: To the pastor as head of staff.

Receptionist/Communication Duties

1. Responsible for all incoming calls, routing calls to appropriate persons and taking messages.
2. Responsible for answering machine; retrieve calls from machine and record messages as needed. Prepare Phonetree and Internet messages as needed.
3. Greet visitors to office; assist visitors with their needs.
4. Responsible for incoming and outgoing FAX communications.
5. Responsible for communicating via E-mail- maintaining addresses and sending out communications as needed.

Clerical/ Word and Data Processing Duties (Primary Responsibility)

1. Correspondence: Responsible for all outgoing correspondence including large mailings to the congregation, weekly reminder cards to worship volunteers, weekly postcards for prayer list members, weekly bulletins to shut-ins and correspondence concerning items of business in the office. Also responsible for making sure the postage is stocked and managing the bulk mail account with the Post Office.
2. Membership: Responsible for the upkeep of member information.
 - a. Keep all information current; new members, births, deaths, address and telephone number updates, birthrates, and anniversaries, etc. on **Membership Plus** database.
 - b. Relay changes to the Member Book and Clerk of Session – new members, baptisms, deaths, change of membership.
 - c. Correspond with dismissing churches for new members; correspond with accepting church for members transferring from Trinity.
 - d. Periodically prepare new Church Directory of Members: copy/distribute.
3. Visitor Information:
 - a. Keep current visitor information available.
 - b. List visitors in bulletin each week, prepare visitor's report and distribute to pastors and committee.
4. Bulletin and Newsletter:
 - a. Type bulletins weekly; copy, collate and fold for Sunday, including inserts as required.
 - b. Serve as editor of monthly e-newsletter: collect articles, design layout, publish to church website, distribute through email, prepare small number (10-12) hard copies, mail hard copies to shut-in list.
5. Committee and Board Minutes:
 - a. Type minutes of Session, Diaconate, and Committee meetings as requested. Ensure Session minutes are properly printed and signed in the master Session minute book.
 - b. Copy and distribute/mail copies to members for the groups.
 - c. Maintain master file for official copies of Session, Diaconate, and committee minutes.
6. Committee Responsibilities
 - a. Provide assistance and support for committees of the church as needed, including coordinating, maintaining and distributing various committee schedules and lists, and communicating pertinent information to committee chair persons.

- b. Prepare annual report of all committee and church activities to be printed and distributed at the annual congregational meeting.
7. Creative Activities:
 - a. Creates booklets, certificates, postcards, bulletin board art, etc. as needed. Print pictures for new members, special projects etc.
 - b. Assist Pastor and Youth Director with member records and mailing lists for the purpose of distributing information.

Supervisory/Administrative Duties:

1. Work to develop a staff of office volunteers.
2. Direct office volunteers in providing administrative help in general office duties.
3. Coordinate volunteers for coverage of the office in the event of needing to be away during normal office hours.
4. Files management – maintain all informational and administrative files both hard copy and digital, in the office; update as needed. Provide for storage of archived files; shredding for files to be disposed of.
5. Supplies – order paper goods and cleaning materials as needed. Purchase all administrative office supplies.
6. Equipment – call for service as needed for administrative equipment. Purchase needed hardware such as phones, computers, power strips, etc. Maintain records on all equipment (warranties, user manuals).
7. Maintain Calendar schedule in office. Provide room usage and agreement forms as needed and coordinate with Session on approval of facility usage. Publish calendar in weekly bulletin and monthly newsletter.

Other Duties

1. Webpage Administrator: responsible for maintaining Trinity webpage- updating bulletins, announcements, calendar, sermon sound files and text files, new events or special announcements. Coordinating with web service provider and designer to keep information up to date and well placed on web page.
2. Pastor's Secretary: upkeep of files, coordinate calendar, send mailings and make phone calls etc. as needed for Pastor.
3. Financial Secretary: see attached page.

Schedule and Compensation: for 2017

- 20 to 25 hours per week @ hourly rate determined by Session.
Hours are 9:00 A.M. until 1:00 P.M. Monday – Friday.
- Paid holidays per approved schedule in church's personnel policies.
- Ten days paid personal use per year

Evaluation: Performance reviews will be conducted annually by the pastor and the Personnel Committee. Either party must give a 30-day notice in case of resignation/dismissal.