

**Huntington Court United Methodist Church (HCUMC)**  
**Part-Time Office Manager**  
**Job Description**

**Purpose**

The purpose of the Office Manager is to support the pastor and the staff on a daily basis with the administrative needs of the church. The Office Manager is also responsible for working with the chairperson of the Finance Committee to maintain the financial records of the church.

**Qualifications**

- Have accounting and/or bookkeeping experience
- Have knowledge regarding the use of standard office equipment such as a fax machine, copy machine, and computer
- Have knowledge and skills necessary for using programs relating to word processing, data base entry, spreadsheets, and financial data software
- Have the ability to create and edit written documents
- Have the capabilities of creating and maintaining social media accounts and websites, using creative programs
- Have a cooperative spirit and good communication skills necessary to being a team member
- Have a willingness to learn new skills through continuing education and/or on-the-job training

**General Understandings**

- The Office Manager must possess and exemplify a Christian character and manner while working.
- The individual must be people-oriented, while displaying a welcoming and positive attitude, and have the ability to work well with the staff, members of the congregation, and the community.
- Confidentiality in all church matters should be upheld at all times.
- Attire must be appropriate for a church office.

**Responsibilities**

- Serve as the receptionist for the church office, including answering the telephone, taking messages, and screening calls for the pastor
- Prepare newsletters, meeting notices/agendas, and correspondence from the pastor and/or church committees
- Maintain the financial contribution records of members of the congregation
- Serve as the financial secretary of the church with duties to include maintaining financial records and overseeing receipt and disbursement of funds
- Maintain and purchase office supplies
- Sort incoming mail and distribute to appropriate staff and church members
- Maintain the membership records of the church
- Ensure the accuracy of contact information for church members
- Coordinate building usage and maintain a key registry for the church
- Coordinate and maintain a calendar of church activities

**Staff Relationships**

The Office Manager shall:

- serve as a member of the staff team and assume responsibility for the assignments of this position.
- support other staff members in their area of responsibility
- work under the direct supervision of the pastor and Staff Pastor Parish Relations Committee (S/PPRC)

### **Employment Policy and Conditions**

- The Office Manager is expected to work 25 hours per week, Monday-Friday 8:00 a.m. - 1:00 p.m.
- Employment and salary, which shall be remitted bi-monthly, is to be determined by the S/PPRC and approved by the Finance Committee and Church Council.
- The Office Manager shall be entitled to 12 paid days off (PTO) per year. The PTO days do not roll over to the following calendar year. The Office Manager will not be paid for unused PTO days if he/she leaves the position before using all of the PTO days or if all of the days are not used in a calendar year. PTO days will be pro-rated if the Office Manager works less than a calendar year, based on one PTO day per calendar month. All time off shall be coordinated with the pastor and the chairperson of S/PPRC in advance.
- For a new hire, the S/PPRC shall give an evaluation at the end of a 90-day probationary period of employment. Either party shall have the right to terminate employment during or after this probationary period without cause. For non-probationary staff, there will be an annual evaluation by S/PPRC.
- Termination of employment by the S/PPRC shall be given in writing and become effective immediately.
- The Office Manager shall provide a minimum of 30 days written notification of resignation to the S/PPRC. If any less notice is given, the employee shall forfeit that portion of the salary.
- Huntington Court United Methodist is an “at will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. HCUMC, the employer, has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause.
- Ultimate accountability for this position shall be with the pastor and the S/PPRC. The S/PPRC shall review the position of the Office Manager annually to ensure that the needs of the church are being met. The Office Manager will be invited to meet with the S/PPRC for an annual review and discuss matters of mutual concern.
- All employees of Huntington Court United Methodist will be expected to read and sign the *HCUMC Child Abuse Prevention Policy and Procedures*. (i.e. Safe Sanctuary) as accepted by the United Methodist Church. As required in that policy, a background check will be conducted and reported by the Virginia State Police prior to finalizing employment.