

ST JAMES EPISCOPAL CHURCH – DEXTER, MICHIGAN

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| Position | Office Manager |
| Reports to | Minister |
| Date Last Edited | May 4, 2017 |

About St. James Episcopal Church-Dexter, Michigan

A growing congregation of 70 active members, St. James Episcopal Church of Dexter, Michigan is a welcoming and affirming faith community. The congregation prioritizes activity on three primary goal areas including Christian Formation, Outreach and Social Justice, and Care and Community. These sets of ministries shape our direction as a congregation. For more information, view our website at <http://stjamesdexter.org/> or our [Facebook page](#).

Position Summary

The Office Manager works under the direction of the Vicar (church minister), and in close coordination with the Bishop's Committee (the governing board) to manage the business of the Church including preparation of each Sunday's worship materials, bookkeeping, management of office functions, risk management, and facility management. This includes the security, rental, space use coordination, cleaning and maintenance of the buildings. The Office Manager facilitates organizational communication.

This position requires 10-15 hours per week. Work schedule is flexible, and some hours can be worked at home; but a few hours each week must be coordinated to overlap with the Vicar's time in the office. When on site, the Office Manager is often working in the building alone. This position pays \$18 per hour with two weeks of paid vacation, taken in consultation with the Vicar.

Responsibilities

- Communications
 - Prepare accurately the weekly bulletin with announcements for Vicar and Warden approval, and print once approved.
 - Schedule Zoom meetings as necessary and upload videos to our You Tube channel.
 - Send out "mass" communications to congregation, including video links, newsletters, worship bulletins and others.
 - Prepare and submit reports including weekly, monthly, and annual report.
 - Post the weekly bulletin and announcements on Facebook, and email to the congregation, and send to the webmaster for inclusion on the Church website.
 - Manages the contact database for the church
 - Manage inquiries and conversations with visitors and parishioners with integrity and confidentiality
- Bookkeeping
 - Process donations and bank deposits
 - Reconcile bills and prepare payments, working with the Treasurer as needed, on a weekly basis, sending to the BC for approval.
 - Send summary of invoices and approved payments to the Bishop's Committee every 2 weeks.
 - Prepare reimbursement checks for staff and members, obtain appropriate signatures, and submit to recipients.
 - File invoices and check stubs
 - Back up financials electronic records weekly.
- Administrative and office tasks
 - Take phone calls and messages and forward to recipient in a timely manner.

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- Manage mail and email, responding in a timely manner on behalf of the Church staff, in consultation with the Vicar.
- Manages the church activities calendar
- Inventory and order office supplies
- Track and record parish activity, service and event attendance as trained
- Organizes and maintains office files and other important church documents
- Cut, paste, compile, and copy the music for the Choir Director on a weekly basis as needed (including large print copies as needed).
- Coordinate occasional special projects
- Use approved software and methods to update software, back up computers, and prevent malware
- Building management
 - Oversee scheduling of room requests, communicate with groups about terms of use.
 - Assist with special events (community events, memorial services and luncheons, etc.)
 - Maintains cleanliness standards and supervises the cleaning services by the Sexton (housekeeper)
 - Tracks service agreements and contracts as needed.
 - Assists in scheduling maintenance of systems for the printer, HVAC, fire prevention, elevators, alarms.
 - Establish and routinely review the building key inventory
 - Ensure a system for the security of the buildings on a daily basis.
- Other office related tasks as directed by the Vicar, Wardens, or church administrator

Qualifications and Abilities

- Demonstrated computers skills with major office software (Microsoft Office), word processing, and spreadsheets. Familiarity with Google forms and docs preferred.
- Ability to learn new software programs that are unique to the church setting.
- Bookkeeping experience preferred.
- Attentiveness to detail and accuracy of work.
- Well-developed interpersonal skills, and both written and verbal skills .
- Demonstrated ability to work autonomously, as well as collaboratively as part of a team .
- Willingness to adjust work schedule around high priority times of the year.
- Ability to multi-task in the face of competing demands.
- Ability to nurture an atmosphere of collegiality, inclusiveness, shared responsibility and collective accomplishment.
- Previous work or other experience in a church setting preferred.
- Respect for the mission, ideals, and structures of this Church.

Supervision

- The Church Office Manager may supervise the Sexton, who cleans the church, meeting as needed.
- The Church Office Manager will receive supervision from the Church Vicar, meeting weekly.

Other

- Three references are requested.
- A criminal background check and credit report will be required
- Church training in child abuse prevention and harassment prevention will be required.
- The State of Michigan defines a mutually voluntary employment relationship as “at will. “This “at will” employment may be terminated by either party, with or without cause, at any time.
- There is no smoking permitted on the Church property.
- No weapons are permitted on the Church property.

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