CHURCH OF THE SAVIOUR UNITED METHODIST
JOB DESCRIPTION

Position: **Office Administrator**
Full-Time Position

Accountable to: **Senior Pastor**

Job Summary: The Office Administrator has responsibility to maintain records of pledges, financial contributions, and special giving by members of the congregation and others, as well as maintain the membership rolls in accordance with our United Methodist Church policies. This administrative role has responsibility to oversee the day-to-day operations of the church staff and provide assistance with employment matters and support. This person must possess gifts of administration, organization, confidentiality, and inter-personal relationships with the pastors, staff, and members of the congregation.

Spiritual Requirements:

- Be a committed follower and believer of Jesus Christ, seeking to love and serve God and the church using the gift of administration and financial management.
- Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
- Commitment to personal spiritual growth and healthy lifestyle.
- Considers this position a ministry, not a job.
- Personally practices healthy relational boundaries and fiscal integrity.

Essential Functions:

- Maintain financial contribution records, provide quarterly statements and other contribution correspondence
- Serves as the annual charge/church conference secretary. As the secretary, prepares and submits all final reports to District/Conference for charge/church conference and year-end reports.
- Recruit, supervise, train, schedule, and nurture volunteer offering count team.
- Maintain membership rolls and other important data in accordance with the United Methodist Church policies.
- Prepare and release correspondence to staff, visitors, regular attenders and members when appropriate.
- Maintain accurate worship attendance records from communication sheets and other verifiable sources.
- Track visitors through the visitation levels as needed based on attendance patterns.
- Maintain records, produce reports/mailings and facilitate communication for each new member class.

- Process membership transfers to and from the church.
- Work collaboratively with church staff, ministries of the church, and congregants with regard to personal contact information and financial information as needed.
- Coordinate day-to-day human resource including but not limited to personnel policies, regulatory compliance, and open enrollments.
- Perform any background checks that may be required for Church of the Saviour employees and volunteers and secure said results in a confidential manner.
- Prepare and present the annual financial contributions numbers and other necessary data for the finance team during the annual budget process with the assistance of the Treasurer.
- Assist the Treasurer in periodic audits of the church's finances.
- Provide administrative assistance and support to the Finance and Endowment Committee.
- Attend staff meetings as set by the Senior Pastor.
- Perform other duties assigned by the Senior Pastor.

Job Qualifications and Experience

- Bachelor's degree is required or demonstrated combination of education, training, and experience.
- 1-3 years of prior administrative experience is required.
- Possess strong organizational and team building skills
- Possess excellent written and oral communications skills
- Must be proficient with Microsoft Office and have a working knowledge of computer systems. Must have the ability to learn and utilize church database.
- Demonstrated ability to:
  - Recruit, train, and nurture effective teams of volunteers
  - Collaborate effectively with church staff and church community