

GLEN LEVEN PRESBYTERIAN CHURCH

*A Loving Community called together by God
to be a People of Faith, Prayer, Nurture, and Outreach*

Job Description

Title: Office Manager

Purpose: The office manager is employed by the Session on the recommendation of the Human Resources Committee and the Pastor; to provide secretarial and administrative services to the Pastor, professional church staff, and members fulfilling their voluntary duties and assignments.

Accountability: The office manager is accountable to the Pastor as head of staff.

Responsibilities:

1. To maintain the church office, equipment, and supplies.
2. To provide clerical duties for the Pastor, staff, and volunteers, including but not limited to:
 - Produce Worship bulletins, special activities flyers, inserts, and announcements
 - Produce Church Newsletter (i.e. *The Open Door*), posting on website
 - Update Website
 - Weekly church deposits
 - Bill Payment
 - Church related correspondences and special emails and mailings to members
 - Mail sorting and distribution
 - Maintenance of church members and day school families contact information
 - Church financial data entry into QuickBooks
 - Memorial card and letters of acknowledgement and register
3. To provide administrative duties for the Pastor, staff, and volunteers, including but not limited to:
 - Order special music publications for Chancel Choir
 - Order church related printed material for Sunday School, etc.
 - Placement of all invoices and receipts in pending payment file; mail signed checks
 - Maintain master calendar of church events
 - Maintain wedding file and requests
 - Maintain and oversee the Assistance Fund (i.e. *Good Samaritan Fund*)
 - Distribute all accounts payable checks; file AP invoices and check stubs
 - Report property problems to the Property Committee; call appropriate companies for repair/maintenance
 - Utilize the skills and interests of members who volunteer in the church office
4. To provide receptionists functions, including but not limited to:
 - Answer phones
 - Answer emails
 - Make calls as directed
 - Welcome and assist those who come into the church office
 - Relay questions and information to appropriate persons
5. To function as liaison between the church staff, members, and others as required, including the Day School staff.
6. To assist the Session:
 - Assist the Clerk of the Session in maintaining the Session minutes and register
 - Assemble and distribute Session packets, including all pertinent committee minutes, Session minutes, Session agenda
7. To fulfill other secretarial-related duties as assigned.

Relationships: The church office manager relates to the Pastor, staff, Day School families, and members in performance of duties.

Qualifications for Church Office Manager:

- Committed to maintaining confidentiality
- Demonstrate clerical and administrative skills
- Be adept at using computer programs, especially skilled in the use of Word and Publisher as well as QuickBooks, and other church database programs
- Be able to work with volunteers
- Be flexible in working with a variety of people
- Be a committed Christian
- Be able to work without constant supervision
- Be a non-member of Glen Leven Presbyterian Church
- Experience in working in a church office as employee or volunteer is preferred, but not required

Benefits: Benefits are limited to the employer's half (1/2) of Social Security and time off as scheduled by the Personnel Policy of Glen Leven Presbyterian Church regulating paid vacation, sick leave, etc.

Schedule: Part Time, Monday through Friday, 8:00 AM until 12:00 PM.

Evaluation: Performance reviews will be conducted annually by the Human Resources Committee with the assistance of the Pastor as head of staff.

Send resume and relevant information to Glen Leven Presbyterian Church, 3906 Franklin Road, Nashville, TN 37204 or email to Rev. Mark S. Bryan, Ph.D. at rabbimsb@yahoo.com. For further information call 615 298-5549.