

Our Savior's Lutheran Church - Devils Lake, ND

Office Manager Job Description

The office manager is a ministry partner working with the pastor, church staff, council, and the congregation in support of Our Savior's Lutheran Church's (OSLC's) mission to connect people with God, people with people, and people with mission. The office manager provides professional leadership and management for the business operations of the church, with primary responsibilities in office administration, communication, and finance management. This is a 30 hour per week position, with regular office hours 9 am to 3 pm, Monday - Friday, and some additional evening and weekend hours for monthly meetings and special events. We offer six paid holidays and one week's paid vacation. The office manager is supervised by the pastor and reports to the personnel committee.

QUALIFICATIONS

Personal qualifications: The ideal office manager has good organizational and time management skills, meets the public in a good-natured manner, is able to work with a wide variety of personalities, can function independently with minimal supervision, and is open to learning and adapting as ministry needs change. The office manager must be able to maintain a very high degree of confidentiality.

Technical qualifications: The ideal office manager has good telephone, bookkeeping, and computer skills in word processing, spreadsheets, church software and desktop publishing and design. A large portion of our work is done in Canva, Proclaim, Aplos and Flocknote. Familiarity with these programs is helpful; a willingness to learn them is even better.

RESPONSIBILITIES

Office Administration: The office manager provides administrative support to the pastor, staff, church council, and the congregation as a whole by

- answering the phone and greeting people at the office door
- sorting mail and organizing the reception area
- maintaining the church building, ministry activity, and staff calendars
- maintaining adequate office supplies (paper, postage, ink, etc.)
- maintaining worship supplies (wafers, wine, juice, candle oil, etc.)
- establishing and renewing contracts for the copier, software programs, licenses
- mailing the quarterly newsletter and special letters and keeping USPS account up-to-date
- keeping church bulletin boards and signage current
- reporting music usage to appropriate license holders

- maintaining church member records (both electronic and hard copy), completing membership transfer requests, updating addresses and contact information, recording new members, transfers, baptisms, weddings, confirmations, deaths
- maintaining personnel files for church staff
- recruiting and directing office volunteers

Financial Management: The office manager provides accurate financial and accounting management for the fiscal operations of the church by

- overseeing the receiving, recording, and depositing of all inflow
- maintaining accounting records
- paying regular bills on time
- coding and approving all payments (checks, debit cards and automatic withdrawals) while providing appropriate safeguards
- processing payroll and payroll taxes
- issuing W-2's and 1099's annually, as well as preparing all year-end reports including the Synod report and the accounting portion of the annual congregational report
- preparing financial report for council
- working with the stewardship team to track pledges
- providing support for the creation, monitoring, and reporting of the church budget
- producing annual financial statements for members

Communications: The office manager facilitates timely, accurate, and effective between the church and its members, the devils lake community, and the public by

- Creating and producing audio and visual content for the Wednesday and Sunday worship services and other events
- Coordinating a/v operators for worship services and special events
- Facilitating live-streaming and post-production video of worship services
- Curating and creating timely, engaging, visually pleasing content for OSLC's website, social media platforms, emails, and other communications
- Designing and producing print communications, including weekly bulletins, programmatic brochures, quarterly newsletters, annual reports, signs, etc.
- Soliciting and maintaining a digital database of OSLC's imagery
- coordinating compilation of the annual report; printing and distributing the report
- other duties as assigned