

Job Description	
Christ Presbyterian Church	
3410 Peters Colony Road Flower Mound, TX 75022	972-355-5892 www.christpresbyterian.org
Office Manager and Pastor's Assistant	

Position

The Office Manager/Pastor's Assistant at CPC is an hourly position, part-time, 20 hours per week.

Purpose

To manage the church office in an efficient manner; to provide administrative assistance to the pastor(s), to facilitate clear communication between officers, ministers, leaders, and congregation; to provide secretarial services to the pastoral staff and church leaders.

Personal Qualifications

- A Christian of good reputation
- Trustworthy of confidence and monies
- Relates well to people
- Able to organize and administrate

Job Skills

- Reception duties
- Recordkeeping and filing
- Knowledge of MS Word and Quicken
- Office equipment operations
- Preparation of bulletins/newsletters/directories
- Office management
- Maintenance of church calendar
- Website maintenance

Benefits

Vacation: One Week, paid at normal weekly rate

Reporting Relationships

Accountability: The Office Manager/Pastor's Assistant is accountable to the Pastor

Relationships: The Office Manager/Pastor's Assistant serves primarily under the direction of the Pastor, but is under the managerial oversight of the Diaconate.

Duties

The position of Office Manager includes, but is not limited to the following:

I. Staff Assistance

A. PASTORAL STAFF

- Pastoral correspondence
- Report visitors to pastor
- Set pastoral appointments
- Open and sort mail
- Convey messages
- Assist Pastor as necessary with coordinating weddings, funerals, and other special events.
- Procure pulpit supply as needed
- Expect other irregular duties as necessity often requires

B. WORSHIP

- Compile weekly bulletin information
- Print bulletin and publish on website
- Assist with worship planning

C. NEWSLETTER

- Compile monthly newsletter information
- Print newsletter and publish on website

D. COMMUNICATION

- Prepare & post church-wide correspondence (email, hard copy, website, etc.)
- Send emails for scheduled meetings and other reminders
- Report visitors to those responsible for follow-up

E. DATABASE

II. Session Assistance

A. CHURCH RECORDS

- Keep copies of minutes for all Session, Diaconal and Congregational meetings
- Keep records of baptisms and membership (from Session minutes)
- Fill out and distribute certificates of baptism/membership
- Organize and maintain the church records
- Coordinate the completion of baptism and membership certificates as needed
- Keep personal and financial information in database up to date

B. COORDINATION AND ARRANGEMENTS

- Coordinate new member interviews and presentation as directed by the Session
- Contact appropriate HFG leader with any need in his group

III. Diaconal Assistance

A. BENEVOLENCE

- Become familiar with CPC Mercy Ministry procedures
- Field calls requesting assistance

- Forward incoming calls for assistance to Deacons
- Keep a record of these calls

B. CHURCH RECORDS

- Maintain and update CPC Policies and Procedures manual
- Maintain key control and security procedures
- Help with correspondence as needed

C. FINANCE

- Input into computer weekly offering reports
- Accumulate bills and match them to correct budget categories weekly
- Print checks for bills and budget needs weekly
- File invoices, expense reports, etc.
- Generate and disburse annual giving reports
- Make weekly bank deposit

D. BUILDING AND GROUNDS

- Inventory and purchase worship and facility supplies weekly
- Interface with contractors
- Coordinate and maintain annual contracts with all contractors
- Book and coordinate non-calendar events (i.e. weddings, special meetings)
- Follow up with Diaconate about all non-calendar events
- Contact appropriate people for special event opening, closing, cleaning, and building set-up
- Clean/organize closets, cabinets, kitchen as needed

IV. General Office Duties

- Answer phones, take messages, make calls
- Sort mail
- Greet and host all visitors to the church office
- Copying, filing, emailing
- Help maintain general tidiness
- Report maintenance needs to diaconate
- Inventory and order office supplies
- Assist key ministry leaders as needed
- Find things for people.

V. Specific Projects

- Maintain calendars for the Pastor, Church Events, Building Use, Website
- Update and Produce the CPC Directory (twice per year)
- Coordinate details for conferences, staff travel, Presbytery meetings
- Maintain Literature Rack
- Collect all Lost and Found and take it to CCA
- Annual background checks for nursery and children's workers
- Inventory and re-stock the medicine cabinet (once yearly)
- Inventory and order for new member's class (twice yearly)

- VBS printing

Updated 11/21/2014