

GRACE UNITED METHODIST CHURCH

Job Description

Church Operations Manager

PURPOSE:

To foster an environment through creative, insightful, relational, and competent administrative ministry, in which the church can make disciples of Jesus Christ for the transformation of the world.

GENERAL FUNCTION:

Exercises leadership in the administrative life of the church, providing office management and secretarial services for the church, as requested by the Pastor and Church Leadership Council. This includes all correspondence, church database management, cloud-based computing, keeping the master church calendar of all events pertaining to usage of church (i.e. meetings, rentals, weddings, funerals, etc.). Provides oversight of accounting and financial reporting functions.

REQUIRED SKILLS:

Working knowledge of multiple online platforms in use and of a Mac computer and wifi phone system; some graphic design experience; expertise in word processing; problem solving skills; the ability to handle information with strict confidentiality.

RESPONSIBILITIES:

- Performs general secretarial duties, making and receiving telephone calls, checking mail, and performing receptionist duties when required. Posts and updates information on bulletin boards as needed, creates weekly bulletins, and bulletins for special events such as weddings and funerals and other worship services, as required. Sends meeting notices to volunteer teams. Posts and files minutes of Leadership Council and other meetings.
- Maintains files on computer and hard copies, as possible, also working with online platforms that include MetaBusiness, Vimeo, Wix, Mailchimp, and Google Drive.
- Manages the church's website and social media accounts.
- Designs regular print newsletters, flyers, brochures, posters, logos, and other branded materials.
- Maintains church email list, creating and distributing weekly email blasts, including prayer requests and notices of upcoming events.
- Maintains memorial records, as well as records of all weddings, new members received, death notices, and changes in membership status of those at Grace Church through the Church Online database.
- Submits weekly United Methodist VitalSigns reports.

- Oversees the church volunteer Giving Coordinator and volunteer Financial Secretary and is the direct liaison for the Facilities Manager.
- Assists the Director and volunteers involved in the Saving Grace initiative. This work may include correspondence, managing appointments, coordinating site visits from architectural firm personnel, developers, and community members (in collaboration with Facilities Manager), and assistance with grant applications.
- Assists the Pastor in obtaining and distributing all material for the Annual Church Conference, reviewing and finalizing all forms, and distributing in booklet form for Church Conference. Sends information to District Superintendent and Conference, as needed. Assists the Pastor with end of the year reports required by the Conference.
- Takes phone calls and in-person visits from those requesting monetary assistance. Refers to the Pastor, if available.
- Serves as contact person and contract negotiator for vendors regarding office supplies, church directories, etc.
- Coordinates the work of volunteers who may assist in various functions throughout the church.
- Coordinates requests from outside individuals or groups who may wish to use the facility. Sends out information regarding the church's price listing and Building Use Request form to hold events and submits requests for approval.
- Serves as the first line of contact for those interested in getting married at Grace Church.
- Schedules meetings and/or counseling sessions with the Pastor, when requested.
- In the event of emergencies or inclement weather that requires the church to close, notifies appropriate news outlets.
- Is expected to prioritize conflicting assignments, in consultation with the Pastor.
- Is encouraged to develop professionally, when possible, by attending appropriate workshops and work-related educational events. Makes an attempt to staff the office when on vacation. Keeps the office presentable.
- Performs other duties as assigned.

CONFIDENTIALITY STATEMENT

Information entrusted to the Church Operations Manager will be treated as confidential and will not be used for purposes other than those for which it was gathered. The Operations Manager must maintain a sense of decorum and a sense of discernment, regarding information. He or she is not free to discuss certain church information, even with other staff members.

SUPERVISOR:

Pastor, reporting to the Grace Leadership Council

WORK SCHEDULE:

The Operations Manager position is a hybrid role estimated at 20-30 hours per week. Limited in-office hours will be agreed upon in conversation with the church leadership.

PAY PERIOD:

The Operations Manager is paid bi-weekly based on an hourly rate.

WAGES:

Recommended based on experience and hours and approved by the Grace Leadership Council. Salary is reviewed annually.

PHYSICAL REQUIREMENTS:

Able to work for extended periods of time at a computer. Physical capacity to navigate stairs in an historic building.

All Grace UMC staff must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. See the full Safe Sanctuaries Policy for details.