

Dearborn First United Methodist Church
Job Title: Office Administrator

Dearborn First United Methodist Church is an at-will employer

Reports To: Pastor

Position Status: Part Time; 20 hours per week aligning with Church office hours

Position Summary: The office administrator is responsible for the efficient operation of the church office. This person serves as the first line of contact for people seeking information and direction during church office hours.

Expectations:

- Understanding of the mission, vision, values and strategy for Dearborn First UMC
- Uses appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Maintains cooperative, healthy and motivating relationships with supervisors, coworkers and volunteers
- Has a strong work ethic -- be reliable, self-motivated, and have a commitment to excellence

Job Responsibilities and Duties – executes administrative functions effectively and in a timely manner

A. General Business Responsibilities:

- Provide secretarial/office support to the Pastor
- Respond to voice mails, texts, emails and walk-in requests/inquires and directs requests to the appropriate persons. Accepts deliveries and other general business duties
- Ensure office equipment maintenance. Orders supplies (office supplies, worship resources, study guides, flowers, etc.) as directed by the Pastor
- Maintain the church calendar (Red Book) for all church activities, meetings and events. Oversees arrangements for building use including meetings, weddings and funerals
- Coordinate RSVPs/registrations for events, volunteering, bible studies, at-home communion and other events as appropriate
- Maintain and update membership records and event attendance in Servant Keeper and generate reports as directed by Team Leaders
- Maintain and update church membership directory and generate reports as appropriate

B. Support Church Teams – working with Team leaders, responsibilities include:

- Produce copies and other printed materials for ministry teams
- Attend weekly Worship and Communication meetings

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- o Create Order of Worship as directed by Pastor
 - o Complete Annual Conference reports and other documents as appropriate and forward to District or Conference offices
 - o Maintain mailing lists and contact information of our network of United Methodist churches, community-based organizations and other local houses of worship to further Dearborn First United Methodist Church's communication goals
- C. Supporting Communication Team - working under the direction of the Communication Director, responsibilities include:
- o Create Worship slides following AV and Worship Team guidelines
 - o Create, contribute and provide support to the weekly e-newsletter
 - o Update information on the website as appropriate
 - o Assist in other duties as directed by the Communication Director
- D. Complete additional tasks as requested by the Pastor

Job Skills and Requirements:

- Excellent time management and organizational skills
- Excellent interpersonal skills
- Excellent computer skills including but not limited to the following required platforms:
 - o Windows, Microsoft Office, Zoom, AirTable, Mail Chimp, WorkPlace, Google Apps (esp. Docs, Sheets, Calendar, Contacts, Forms) Servant Keeper and ilovePDF, ProPresenter and design and publishing platforms such as Canva, Creative Cloud, etc.

Compensation and Evaluation:

- Refer to Dearborn First UMC "Lay Personnel Handbook" for other eligible benefits
- The Office Administrator receives an annual performance evaluation by the SPRC with the input of their SPRC liaison and the Pastor
- Compensation will be reviewed annually by the SPRC