



## **Job Description**

### **Communications & Office Manager**

*May 2019*

*Phinney Ridge Lutheran Church*

#### **ABOUT PHINNEY RIDGE LUTHERAN CHURCH**

Phinney Ridge Lutheran Church is a thriving Christian community welcoming all. We strive to welcome people of every ability, age, citizenship status, ethnicity, gender identity and expression, language, life circumstance, marital status, political perspective, race, and sexual orientation. Believers, doubters and seekers are welcome and valued. Our life of faith, individually and communally, is nurtured and strengthened around the gift of worship. We value faith formation for children and adults alike and seek to live out the core values of life together in common worship and prayer, proclaiming the good news of God's love, serving all people following the example of Jesus, and striving for justice and peace in all the world.

#### **ABOUT THE COMMUNICATIONS AND OFFICE MANAGER**

The Communications & Office Manager at Phinney Ridge Lutheran Church serves as an integral part of the ministry team. The position of Office Manager supports the mission and ministry of Phinney Ridge Lutheran Church primarily by providing secretarial, administrative, and communications support to the Pastors, Parish Administrator, and the Congregation. By the power of the Holy Spirit, this position will allow a committed person to develop a comprehensive ministry:

#### **MAINTAIN CHURCH BUILDING AND ACTIVITY CALENDAR:**

- Coordinate church-related room use on the church calendar using Microsoft Outlook
- Direct facility rental inquiries to Parish Administrator and enter room use commitments as directed
- Post church activities and events to website calendar
- Publish each week's calendar of activities and events in the weekly worship bulletin

#### **ASSIST WITH WORSHIP ASSISTANT COORDINATION:**

- Email each month's Worship Assistant Schedule (or send via U.S. Mail to those who do not have email accounts) to all Worship Assistants (Assisting Ministers, Eucharistic Ministers, Lectors, and Acolytes)
- Post the Worship Assistant schedule to the church website

- Send out a reminder email (or postcard to those who do not get email) every Tuesday to all Worship Assistants scheduled for the upcoming Sunday, including lectionary readings for the lectors
- Provide contact lists upon request to Worship Assistants who need to find subs for themselves when schedule conflicts arise

PLAN, ORGANIZE, CONTRIBUTE, EDIT, PRODUCE, UPDATE, AND MAKE COPYRIGHT REPORTS ON PARISH COMMUNICATIONS, INCLUDING:

- *Tower Echoes* (the monthly parish newsletter) both print and email editions
- Weekly worship bulletin and “Count Me In” sheets
- Annual reports to congregation and to Synod
- Weekly congregational email update (using Constant Contact)
- Parish membership directory
- Signage throughout the parish, including the outdoor reader board
- Church website
- PRLC Facebook page

MANAGE THE OFFICE RECEPTION AREA AND SUNDAY MORNING GRACE STATION:

- Open and close the office in accordance with published hours
- Ensure that the reception area is clean and welcoming every morning and throughout the day
- Greet all visitors hospitably and professionally, distributing Outreach assistance such as emergency food bags and Metro bus tickets to those who ask
- Answer telephones and direct calls
- Regularly update recorded telephone greetings to reflect current staff, service times, etc.
- Ensure that office reception coverage is in place at all times during office hours, including during the Office Manager’s lunch break
- Recruit, train, and nurture a small staff of office volunteers to assist in office reception and miscellaneous administrative and pastoral tasks
- Provide Grace Station coverage on Sunday mornings:
  - Greet members and visitors, answer questions, provide directions, assist pastors, and maintain active communication between the church office and members of the congregation and visitors
- Arrange Grace Station coverage by a volunteer on Sundays when Office Manager is on a planned absence

### COLLECT AND TRACK ATTENDANCE INFORMATION, PRAYER REQUESTS, AND VOLUNTEER RESPONSES FROM THE SUNDAY “COUNT ME IN” SHEETS:

- Maintain Excel spreadsheet with attendance figures throughout the year
- Enter prayer requests in to the following week’s bulletin (if permitted) and forward them to the lead pastor
- Record volunteer responses in the “Count Me In” notebook and contact the concerned organizers with the list of respondents

### PRACTICAL MATTERS

Manage maintenance and upkeep on office equipment, including:

- Printer/ Scanner
- Postage meter
- Fax machine
- Paper folding machine
- Stapling machine
- Shredder

Manage inventory of the following:

All office supplies, printer paper, printer toner, postage stamps for occasional use, coffee, tea, and some miscellaneous items, and order/purchase as necessary or requested.

Maintain membership and attendance records on membership database (Servant Keeper) and in the Congregational Record

Distribute daily incoming mail and deliveries

Assist with other parish responsibilities as required

### ACCOUNTABILITY, PERSONAL AND PROFESSIONAL GROWTH

The Communications & Office Manager is supervised by the Parish Administrator. He/she is expected to communicate with and report to the Parish Administrator on a day-to-day basis, be accountable to the congregation through the Church Council, and exercise this ministry within the policies of the parish and with the guidance of the Council and the Lead Pastor.

To this end, the Communications & Office Manager will:

- Prepare a weekly Communications & Office Manager’s Report (including a printed calendar of church and building events for current and upcoming month) for review at the weekly staff meeting
- Develop and attend to an annual plan for spiritual and professional growth to discuss with the Parish Administrator. Funds and time for continuing education are provided annually.

## COMPENSATION

Office Manager will receive an annual salary commensurate with experience.

## HOURS OF WORK

Sunday through Thursday, 8:00 a.m. to 4:30 p.m., up to 40 hours per week

## DESIRED QUALIFICATIONS FOR CANDIDATE OFFICE MANAGER

- Familiarity with and grounding in the theology, language, liturgies, procedures, and policies of the Evangelical Lutheran Church in America
- Skills in teamwork and leadership
- Excellent oral and written communication skills
- Ability to manage and prioritize many and varied tasks simultaneously
- Ability to communicate a genuine concern for others and a passion for the Gospel of Christ and the Mission of Christ's Church in the world
- Experience with and excellence in desktop publishing, including writing, editing, layout, and graphics
- Social media skills (website, Facebook, Twitter, Instagram)
- Proficiency with the following office equipment and software:
  - printer / scanner
  - fax machine
  - postage meter
  - folding machine
  - personal computer
  - Microsoft Office Suite (especially Publisher) and other related software
  - Wordpress
- Willingness to produce evidence of criminal background check, fingerprinting, drug testing, and availing oneself of continuing education opportunities around sexual abuse and boundary violation issues
- Not currently a member of Phinney Ridge Lutheran Church