



Position Responsibilities – Office Administration and Assistance

Job Title: Interim Office Manager

Status: 20 Hours/week - \$23/hour

Direct Report: Pastor of Administration

To be an active disciple of Jesus Christ in every area of life—personally, in family, pastorally, in community, and financially. To support the smooth functioning of the church office and facilitate effective communication among staff, volunteers, and church family.

Key Responsibilities and Duties

Office Management (30%)

- Maintain the church office and ensure it operates efficiently.
- Manage office supplies, operate office equipment and technology, and organize files and records for easy retrieval.
- Make initial connections by responding to phone messages, general emails, and walk-in visitors.
- Coordinate volunteer team for office reception duties.

Event Coordination (30%)

- Work alongside the pastoral team in planning and coordinating church-wide events, meetings, and activities.
- Assist in scheduling, booking venues, sending invitations or emails, recruiting volunteers, and supporting logistics for events such as Advent kick-off, Easter weekend, fall ministry start-up, ministry fairs, or summer outreaches.

Database Management (10%)

- Maintain and update church databases, including membership and attendance records.
- Assist in creating workflows to support pastoral care and volunteer recruitment.
- Work with the Lead Pastor and Pastor of Administration to maintain team administrative documents and church policies.

Administrative Support (30%)

- Provide primary administrative assistance to the Lead Pastor, Pastor of Administration, and other Pastoral Staff when possible.
- Prepare documents, schedule appointments, and assist with daily administrative tasks.
- Prioritize support for Annual Business Meetings, Special Business Meetings, and all Board/Staff Meetings.
- Assist with staff celebrations and other special meetings.

Required Skills

- High School Diploma (minimum)
- At least five years of ministry or office administration experience
- Highly organized and proficient in multitasking
- Ability to develop teams and manage volunteers
- Proficient in office equipment and church management software
- Team player with the ability to foster a positive work environment

Revised: October 1, 2025