

**JOB DESCRIPTION**  
For  
**Office Manager**  
Dry Creek Bible Church

**Responsible to: Senior Pastor**

**Position Description:** The Office Manager is “*Making disciples of Jesus in an atmosphere of grace*” by providing gracious management and administrative support to the various business operations of Dry Creek Bible Church. This person is the hub of all ministries and the first contact most will have with the church. It is, therefore, imperative that this person effectively communicates and executes the spirit and vision of Dry Creek Church. We want each contact with Dry Creek Church to be met with a friendly and knowledgeable reception. The Office Manager must have the ability to communicate this vision of DCBC while providing the organizational structure to support that vision.

**Time Requirements:** 30-40 hours a week to be divided between five weekdays plus 3 hours on Sunday morning.

***Qualifications:***

- A committed, personal, and passionate love for God with a warm, gracious spirit that embraces our mission: “*Making disciples of Jesus in an atmosphere of grace*”
- Ability to listen to and, if necessary, pray with those who make contact with the church office.
- A team player with skills to lead and recruit others graciously.
- Confidence and experience to make sound independent decisions.
- Discipline to maintain **STRICT** confidence of financial and private matters.
- Ability to quickly learn technical and office procedures including computer skills.
- Organizational skills with the ability to graciously direct the entire church office.
- Welcoming telephone skills and the ability to handle multiple priorities and interruptions.
- A flexible, can-do spirit to adjust to changing opportunities and needs.
- Prefer a positive, outgoing person who exudes a warm, welcoming presence to those making contact with the church office.

**Benefits:** \$12.00 – \$14.00 / hour

**Term of Service:** Permanent until terminated by either employee or employer with a 30 day written notice.

***Responsibilities:***

1. Function as a servant minister – not merely office help. Become God’s conduit of His grace into the lives of those He brings into your office.
2. Protect the reputation and integrity of others through strict confidentiality. A violation of others’ trust will destroy your ministry.

3. Continue learning and communicating to staff and volunteers church administration and financial policy.

**Administrative:**

1. Supervise the Media ministry.
  - Recruit, train, and schedule volunteers for the projection and sound systems.
  - Maintain hardware and software of the media equipment.
  - Maintain the ordering, copying, and distribution of sermon CD's / tapes.
2. Oversee the maintenance and update of all office technology equipment including computer hardware and software.
  - Provide or coordinate computer expertise to our staff and monitor necessary upgrades and maintenance.
3. Work with the Webmaster in maintaining our web page.
  - Make sure that the news, sermon and information is updated weekly.
  - Monitor and coordinate with staff and volunteers to ensure that their pages are maintained and accurate.
4. Oversee the Growth Group Ministry.
  - Coordinate efforts to encourage greater involvement by as many DCBC family as possible.
  - Assist leaders in selecting and purchasing materials for their groups.
  - Work with the Senior Pastor to provide leaders with training, support, and encouragement as needed.
5. Coordinate the daily use and upkeep of the building.
  - Assist the Facilities Ministry Leader in maintaining the building including scheduling repairs as requested.
  - Coordinate open and shut-down responsibilities of the building.
  - Ensure that the heating / cooling is turned up and down in a timely fashion.
  - Manage the scheduling and use of the building.
  - Supervise and evaluate the custodian and the custodian activities.
6. Recruit and involve volunteers for various ministries. Arrange and organize training as needed.
7. Assist the Assimilation Team in collecting and distributing information of guests to DCBC.
8. Provide daily administrative management for the church office.
  - Maintain a warm, friendly atmosphere for the church office in the reception of visitors and the conduct of business.
  - Answer incoming telephone calls providing helpful, appropriate information. Direct or screen calls for all staff members when necessary; but attempt to answer any and all calls before transferring to the requested party.
  - Manage walk-in visitors according to the directions of each staff person.
  - Maintain and coordinate the prayer chain as needed.
  - Inform the appropriate elder / pastor of and sick or hospitalized member or those needing pastoral care.
  - Update answering system as required.
  - Collect, sort, and distribute daily mail, send out mailings, keep postal supplies in stock.

- Address all requests that need not be addressed by the other staff.
  - Maintain and update office supplies.
  - Design and Produce a weekly bulletin. Clearly communicate deadlines to the church family.
  - Provide office support to all DCBC staff and volunteers. Conflicting demands will be resolved with the Senior Pastor.
  - Assist the Sr. Pastor and other staff in research for sermons or talks, preparation for meetings, and any other duties as requested.
9. Update and publish a church directory every 6 months.
  10. Keep minutes of congregational business meetings.
  11. Be available in or near the office during Sunday for phone calls, office support, and offering collection.
  12. Participate in regular staff planning and prayer times as mutually decided by the staff.
  13. Maintain permanent copies of records, documents, and historical items.
  14. Maintain and communicate to the elders and staff the master list of members.
  15. Coordinate the church master calendar for event usage, vacations, and activities.
  16. Coordinate the details of accommodations and remuneration for special speakers and teams.
  17. Perform miscellaneous duties as requested by the Senior Pastor.

**Financial:**

1. Participate on the Financial Team in preparing and monitoring the budget.
2. Provide oversight for the Sunday offerings' counting, safe-keeping, and preparation for deposit. Recommend any changes that may enhance accountability to the church family.
3. Pay all bills, including payroll checks and checks to supported missionaries on a timely basis.
4. Keep a current record of all financial transactions on a daily basis.
5. Prepare monthly, quarterly, and annual financial statements.
6. Monitor the budget and expenditures ensuring we are within the limits set by the Finance Team. Graciously communicate with the appropriate team members any variances that may need attention.
7. Complete monthly withholding deposits.
8. Prepare quarterly and year-end payroll, workers' compensation, and tax reports.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_