

United Church of Christ of Hummelstown

Office Administrator

FUNCTION:

Provide direct clerical and administrative support to the Pastor(s) and the church, act as point of contact for church publications, building use and data management.

REPORTING STATUS:

The Office Administrator reports to Pastor with input and integration with the Gift Team Board.

QUALIFICATION REQUIREMENTS:

A High School diploma or GED is required. Knowledge of Microsoft Office program Publisher required. Knowledge of Word, Excel and Power Point, Church Database systems, Mailchimp or equivalents preferred. Demonstrated office experience with church related experience preferred. This position requires a high degree of independent action and self-motivation. Maturity, sensitivity and confidentiality are essential to this position at all times.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintain regular weekly scheduled office hours, to be determined in consultation with the Pastor.
2. Maintain a professional office environment.
3. Provide general and specific information regarding the church and its programs to regular disciples as well as the general public as needed.
4. Greet and assist weekday visitors to the church. This includes responding to requests for financial assistance from individuals in need. Act as the point of contact for Good Samaritan funds requests, maintain records, passing information along to committee chairperson.
5. Process all telephone calls, emails, postal mail and other church communication.
6. Process purchase orders and check requests.
7. Prepare and distribute weekly, monthly and annual publications. This includes bulletins, emails, newsletters and annual reports.
8. Coordinate Money Counter paperwork
9. Maintain church files and records, both hard copies and electronic. This includes, but is not limited to records relating to births, baptisms, confirmation, weddings, deaths, etc.
10. Coordinate with the Church Webmaster as needed to keep the church's website and calendar up-to-date
11. Maintain the church calendars and volunteer schedules
12. Responsible for the operation and maintenance of the church database using Planning Center.
13. Maintain and monitor an inventory of all necessary office supplies and office equipment, including scheduling necessary repairs.

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14. Monitor the fire security and alarm systems and report any problems to the Administrative Gift Team (Building and Grounds Committee chairperson), Pastor and Gift Team Board Chairperson.
15. Act as point of contact for building usage from outside groups.
16. All other duties as assigned by the Pastor and Gift Team Board.

COMPENSATION AND BENEFITS:

SALARY:

The Office Administrator is an hourly position. The average work week is expected to be 18-20 hours. The schedule of days and hours will be created in conjunction with the Pastor to ensure necessary coverage of the church building and overlap with the Pastor. The number of hours and the hourly rate is to be reviewed, at least annually, by the Pastor and Gift Team Board.

VACATION:

Conditional upon receipt of a satisfactory 90 day evaluation, the Office Administrator shall be entitled to vacation time equivalent to one work week, twenty (20) hours during the first full year of employment. After the second full year of employment forty (40) hours of vacation time shall be given. After five years of employment sixty (60) hours shall be awarded. Time away does not accrue and may not be carried or accredited to the next year.

PERSONAL / SICK LEAVE

Sick leave is to provide income continuation to employees who are unable to work as a result of illness or injury, or the occasional time when he/she is needed to care for an ill member of the household. Personal leave is provided for employees to accommodate the rare occasion when it is necessary to be absent from work for reasons other than those covered under other leave policies. The Office Administrator is eligible for 20 hours, 3 typical work days of sick or personal leave. These hours do not accrue and may not be carried or accredited to the next year. Additional personal time off is permitted, with approval from the pastor, without pay or by completing hours on another day. The pastor must approve all personal leave time.

HOLIDAYS:

When certain holidays during the year are observed on days the Office Administrator would typically be scheduled to work, the employee will receive holiday pay for the regularly scheduled number of hours. The holidays observed are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day.

EDUCATIONAL SEMINARS

The opportunity to attend educational workshops to enhance the skills of the

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Office Administrator will be reviewed and approved by the Pastor and Gift Team Board.

RESIGNATION

Due to the varied and important nature of this position, a thirty-day resignation notice is requested, with an intention to provide overlap between the incoming Office Administrator and ensure church function is consistent.

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TASK LIST DETAILS:

Daily:

- Check and return voicemail and email
- Check mail, process as appropriate
- Maintain digital and paper files in an accessible and clear manner.
- Record hours on a timesheet. Submit every other week, via email, to the Treasurer for payment.

Weekly:

- Bulletins: Print regular sized and large print bulletins and place in Sanctuary. Include sign-in/prayer sheet in each bulletin. Maintain a mailing list and print copies to mail to anyone who has requested a hard copy. Prepare a PDF version of the bulletin. Save an electronic copy in the Bulletin folder as well as a hard copy. Send a PDF copy via email to the Website Manager and all participants in Sunday's worship.
- Volunteer Coordination: Working with the pastor, maintain volunteer ministry team schedules on Signup.com or other methods as decided (i.e. Ushers, Greeters, Tech, Liturgist) and include information in the bulletin and newsletter.
- Sanctuary Assistance: Change hymn numbers in sanctuary prior to Sunday. After Sunday worship, collect sign-in/prayers sheets from Sanctuary. Scan them and save the electronic file as well as keeping the hard copies in the office. On Communion Sundays, place Communion sign and supplies in the back of the Sanctuary.
- Purchase Orders: Once a week, create and scan the invoices/purchase orders, save a copy of each invoice as well as recording information on the Excel spreadsheet on the office computer. Send an email to the treasurer and attach the week's purchase orders for payment. Keep the invoices in the file folder until the treasurer sends you a list of purchase orders that have been paid. Record payment and method of payment on the Excel spreadsheet, stamp the invoice PAID and the date and method paid on the invoice. File paid invoices in the folders and at the end of the year, move all paid invoices to the storage area.
- Money Counter Assistance: File weekly receipts from money counters.
- Prayer requests: Work with Carole Hoover to keep the prayer request list current. As Carole or others, submit prayer requests, via prayer sheet, email or phone call, add the request to the bulletin. At the end of every month, go over the list with Carole and remove names that have been on the list for at least one month.
- Prepare/send weekly email.
- Record Sunday worship attendance in database.

Monthly:

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- Calendar: Keep the office wall calendar updated to assure everyone has accurate information available to them. Ensure events are also on the HUCC Administrator Outlook Calendar to update the online calendar.
- Newsletter - Maintain mailing list to those who have requested a paper copy; prepare a PDF for printer, email and website distribution; and provide paper copies for pickup in the Sanctuary. Send via email, a PDF copy to the Webmaster.
- Attend monthly Gift Team Board meeting: Record minutes, type, send copy via email to Board Chairperson for review and corrections. Once approved, send a copy via email to all Board members. Put financial information in the bulletin and newsletter.
- Income Reports: Monthly send a copy to the treasurer at least one week before the Gift Team Board Meeting.
- Bulletin Board upkeep
- Review/Verify PO Paid List

Annually:

- Giving Envelopes and Annual Giving Records: Working with the Financial Secretary, order the boxed sets of giving envelopes. Prepare labels for the boxes and prepare the boxes for distribution. Assist in printing, and distribution of the annual giving statements, under direction on Financial Secretary or Pastor.
- Congregation Annual Report: Send a reminder to each Gift Team at least a month in advance. Two weeks before the Annual Meeting is scheduled, print copies of the report, send hard copies to those who request them and place copies in the Sanctuary. Have printed copies available on the day of the conference.
- Penn Central Conference Annual Congregation report: Working with the Pastor, collect and compile information needed for the Congregation's Annual Report. and submit to the Penn Central conference.
- Coordinate seasonal flower order, set up and dedication list, with volunteer assistance, for Christmas and Easter special flower purchases.
- Building Use: In November, send a copy of the Building Usage Agreement to all individuals/groups (Girl Scouts Troops, Boy Scout Troop, Community Singers) who use our building on a regular basis for the upcoming year. Have them sign, date and return the signature page. A signed signature page is required yearly. Send reminders, via email in January if you haven't received the signed signature page.

As needed:

- Financial Assistance: The Hummelstown Ministerium and HUCC Good Samaritan Team (Good Sam) have funds available to assist those in need. The Office Administrator will provide the individual with an application,

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explain how the Good Sam process works, scan the completed application and copies of any other material provided by the individual, save a copy on the Office Administrator's computer, send a copy of the scanned documents to the Good Sam committee, place a hard copy in the Office Administrator's office as well as in the folder located in the office for the Good Sam Chairperson to pick up. Once the Good Sam committee reviews the request, if assistance is approved, complete the process by submitting a purchase order to the treasurer for payment, update the office's copy of the application. Carole Hoover is the current Good Sam coordinator.

- Life Event Coordination: Maintain a list of names of all deceased for use in the All Saints' Sunday.
- Monitor sign-in sheet at E. Water Street doors and Building Checker sheets on office bulletin board. Provide blank sheets and pens. When a sheet is full, scan into computer, save an electronic copy and file the hard copy in the office.
- Water Cooler: schedule delivery of water when last bottle is put on cooler. Tulpehocken Mountain Spring Water (717-240-0763). Schedule delivery of water bottles and pick up of empty bottles when the Sexton alerts you they've placed the last bottle of water on the cooler.
- Take recycling to collection site
- Contact vendors
- Purchase stamps and office supplies
- Assist with weddings and funerals
- Inform florist of weddings and funerals
- Place upper room in designated location at least two weeks before the new date and remove old copies
- Keep sanctuary and other common areas presentable

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CERTIFICATIONS

Signatures of acceptance of the Job Description, Duties, Responsibilities,
Compensation, and Policies:

_____ Date _____
(Employee Signature)

_____ Date _____
(Administration Team Representative Signature)

_____ Date _____
(Supervisor Signature)