



Souderton Mennonite Church Ministry Description

Title: Office Administrator

Time Commitment: Part-Time (average 25-29 hours/week)

Accountability: Pastoral Team Leader

General Description of Purpose:

To help create a hospitable space, to enhance congregational communication, and to provide administrative support in ways that align and help us to carry out our congregational vision of *“Strengthening Meaningful Connections with Christ, Church, and Community.”*

Description of Responsibilities:

A. Help Create Hospitable Space

- Recognizing that you’re often the first point-of-contact, offer warm, friendly greeting to those you interact with on the phone, guests, volunteers, staff, and others

B. Enhance Congregational Communication

- Give leadership to, and administer regular church communication pieces including SMC News, sheet highlighting monthly events, etc.
- Create publicity pieces for congregational ministries and events
- Manage SMC website and Facebook page ensuring that they’re regularly updated, effective, and accessible
- Explore and make recommendations on additional social media platforms
- Offer creative ideas on ways to continually improve and enhance communication

C. Administrative Support

- Carry-out daily office tasks including, but not limited to – e-mail, phone calls, copying, postal mail, order office supplies, etc.
- Maintain office files/records including congregational policies and procedures
- Follow-up with new attendees to obtain census information for our SMC system
- Develop and maintain church office budget
- Recruit and give oversight to volunteers that assist with office and special projects
- Manage church member information – database, church mailboxes, weekly attendance/offering, volunteer clearances, monthly birthday/anniversary calendar, church directory
- Assist with funeral arrangements – communication with family and funeral director, coordinate meal arrangements, funeral bulletin, other details

- Coordinate details for food service ministries – Community Nights, potlucks, etc.
- Administrative assistance, as needed, for pastors, staff, and ministry volunteers

Qualifications/Gifts:

- Faith commitment to Jesus Christ
- Committed to SMC's vision
- Relational skills – friendly, warm, hospitable
- Communication skills – written and verbal
- Computer and technology skills – proficient in Microsoft 365 and google documents
- Organizational and administrative abilities
- Self-starter
- Ability to multi-task, managing multiple time and deadline demands
- Team player and ability to work collaboratively with other staff and volunteers
- Awareness and respect for matters of confidentiality

Self-Care

1. Maintain a support system that encourages a balanced and healthy ministry
2. Maintain a schedule that prioritizes spiritual practices to deepen a vital relationship with God through a spiritual 'rhythm and rule' that nurtures personal development
3. Be a life-long learner by taking appropriate seminars/courses to grow personally, spiritually, and professionally

Review

The Office Administrator will have an annual review supervised by the Pastoral Team Leader

December 2024