



Job Title: Office Manager/Administrator for Clergy team
Job Type: Full-time
Reports to: Senior Pastor
Supervises: Receptionist, Communication Team, Front Office Volunteers

This position has the primary administrative responsibility for helping to coordinate and facilitate the work and ministries of the clergy team and church office management. This person is accountable to the Senior Pastor and works closely with all clergy, staff, and lay officers to carry out the necessary business of the church in an efficient and harmonious manner.

Responsibilities:

- **Church Calendar Coordinator**
 - Input all entries and manage the church calendar for all FMC events and programs
 - Approve and input all calendar entries that do not fall under a FMC ministry area
 - Work closely with Facilities Manager to ensure calendared events can be set up, have support services, etc.
 - Schedule appointments and maintain Senior Pastor's weekly calendar
 - Maintain preaching schedule and pastor on-call schedule
- **Membership Secretary and Worship Attendance Recordkeeping**
 - Enter new member information into the database, write transfer and welcome letters, dispense information to the church staff
 - Remove members in the database (deaths, withdrawals, transfers, removed by church conference, etc.), write transfer letters and sympathy acknowledgements, dispense information to the church staff
 - Maintain updated and accurate addresses, phone numbers, emails addresses, photos, and other member/prospect information in the database.
 - Maintain weekly worship attendance records and make weekly reports to the Conference Office
 - Provide worship attendance information for monthly Leadership Team meetings

- **General Administrative Responsibilities**

- Train and assist the front office receptionist
- Train and schedule front office volunteers as needed for weekly or special projects
- Work with Media Director to put together weekly video announcement schedules, devotional recording schedules, and any other recording schedules as needed
- Work with Communication Director and Digital Strategist to maintain a multi-faceted communication plan for both inward and outward activity
- Proof all bulletins, worship slides, and publicity to the community
- Produce any church mailings, labels, information sheets, etc
- Serve as recording secretary to Leadership Team, Church Conferences, and any other church meetings as scheduled and maintain all committee records
- Assist with production of all communications from the Leadership Team to the congregation
- Participate in all staff meetings and retreats and serve as recording secretary
- Assist with the organization and help facilitate Coffee With the Pastors
- Manage weekly altar flowers, seasonal flowers, and coordinate baptisms and certificates

This job description is not all-inclusive and may be modified verbally or in writing by the employee's supervisor.

Recommended Qualifications

- Computer proficiency in Microsoft Word, Excel, Canva, and church database software
- Minimum education of an Associate Degree and/or Administration Certification.
- A minimum of 3 years of experience as an Administrator with management responsibilities.
- Must be highly organized, self-motivated and have excellent attention to detail
- Must be able to take on projects on short notice and meet deadlines

Salary Range - \$35,000 - \$40,000 annually with benefits

Send resumes and job inquiries to Dr. John Wayne McMann, jmcmann@fmconroe.org