



**Job Title:** Office Manager and Treasurer  
**Status:** Full Time, 40 hours a week, Monday - Friday  
**Reports to:** Senior Pastor  
**Compensation:** *To be determined*, medical insurance and vacation

**Job summary:**

The Office Manager is responsible for running the church office and providing support to the pastors and ministry leaders.

**Qualifications:**

- Personal and growing relationship with Jesus Christ
- Prior experience in office management or a related field
- Ability to interact with people in a pleasant, personable, and professional way.
- Knowledgeable in regards to Microsoft Office, Quickbooks, and on-line file sharing
- Strong organizational skills
- Highly competent with computers and technology
- Ability to maintain confidentiality and discretion
- Attends Northgate Church

| Overview of Office Manager Responsibilities  |  |   |   |   |
|--|--|---|---|---|
| Individual   | Secretarial  | Managerial  | Designer  | Financial   |
| <ul style="list-style-type: none"> <li>• Maintain and develop relationships</li> <li>• Keep up with ministry, web, tech knowledge</li> <li>• Learn from other ministries and churches</li> </ul> | <ul style="list-style-type: none"> <li>• Answer phones, door, mail, email</li> <li>• Assist pastors and ministry leaders</li> <li>• Send mail</li> <li>• Office organization</li> <li>• Assist with funerals and weddings</li> <li>• Maintain calendar</li> <li>• Managing church info / database</li> </ul> | <ul style="list-style-type: none"> <li>• Staffing and personnel organization and support</li> <li>• Ordering church supplies</li> <li>• Negotiating with vendors (phone, gas, garbage)</li> <li>• Organization of volunteers</li> </ul> | <ul style="list-style-type: none"> <li>• Sunday morning bulletins</li> <li>• Flyers and brochures</li> <li>• Wednesday prayer bulletin</li> <li>• Misc. projects</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain QuickBooks</li> <li>• Create and mail giving reports</li> <li>• Prepare regular financial statements</li> <li>• Record credit card transactions</li> <li>• Checks, invoices, etc.</li> <li>• Payroll and taxes</li> </ul> |

# Purpose, Principles, Procedures

## Purpose

*To glorify God by enabling and empowering the church's mission: we are a growing community of grace committed to exalting Christ, exploring his word, and extending his love.*

This is important. You are not here simply as a cog in a machine. And you aren't here to merely accomplish your daily tasks in your secluded corner of the church. Rather, you are here to fulfil the larger purpose of glorifying God. You are an important part of how we carry out our mission as a church.

## Principles

- **Process all forms of inboxes** every shift (email, phone, voicemail, text, paper inbox) so as to give timely responses to inquires and stay on top of ongoing projects.
- **Strive for organization** and continually try to improve the current organizational systems in order to reduce friction, make it easy for people to find things, etc.
- **Have a servant-like attitude and be evangelistically minded.** You don't only represent yourself—you represent all of Northgate Church and the larger invisible Church of Jesus Christ. A big part of this job consists in simply *being a Christ-like servant* to everyone who walks in the church doors during your shift.
- **Have an eye for detail** in all of the creative and design work that you do, as well as in the financial details. Perfection certainly isn't possible, but we ought to strive for it to honor the beauty and holiness of our Lord. Given that our God is not merely a God of utility but of beauty, sloppiness is unacceptable—whether in big things like brochure images and graphic design, or small things like font consistency and paragraph spacing.
- **Take responsibility** for all aspects of the office from how we file invoices to how we interact with volunteers to how we design bulletins.
- **Manage your support staff / volunteers.** The administrative needs in the office are more than one person can cover. It requires support. At various times in the past we have found that support in staff or in volunteers. Regardless of staff or volunteer, the office manager is responsible for the office.

## Procedures

The procedures are organized by tasks that should be completed **daily**, those that should be completed **early in the week**, those that should be completed **later in the week**, and **miscellaneous** tasks.

**Many of these things are currently being done by office support staff / volunteers. However, as it is the Office Manager's responsibility to manage all aspects of the office, we are including these tasks here.**

### DAILY

- Answer emails, phones, and the door
- Process all forms of inbox (email, paper mail, phone, etc.) and communicate, delegate, answer, etc. in the necessary way
- Support the needs of the pastoral staff and ministry leaders.

### EARLY IN THE WEEK

- Attend staff meeting and record minutes
- Perform weekly maintenance (organizing, etc.)
- Order office supplies and kitchen supplies
- Pay invoices and process check requests
- Process and follow up with 1<sup>st</sup> time guests
- Upload the Sunday sermon to the website
- Record attendance info and giving records from Sunday

## **LATER IN THE WEEK**

- Create and print the Sunday morning bulletins
- Create and print Wednesday night prayer bulletins
- Print the order of service for Sunday morning from the Google Doc.
- Email the hymns for the week to the piano player
- Print coworkers' ministry group correspondence and distributing accordingly
- Organize mail shipments and distribute to proper locations
- Prepare the foyer and sanctuary for Sunday service
- Make reminder calls to people serving on Sunday
- Organize various ministry group support (printing flyers, making sign-up sheets, etc.)
- Enter the sermon notes into ProPresenter in the sanctuary
- Upload the completed Sunday morning bulletin to the online display

## **MONTHLY**

- Contact communion setup crew (before first Sunday of each month)
- Reconcile Capital One and Staples accounts
- Petty cash
- Payroll
- Pay taxes (state and federal)
- "Close out the month"
  - Balance checking account
  - Prepare financial reports for elder review as well as various boards

## **QUARTERLY**

- File taxes (state, federal, and local)

## **YEARLY**

- Organize for the annual business meeting
- Prepare financial report for annual business meeting
- Update the new budget in Quickbooks
- Organize all service materials for holidays (Christmas Eve, Good Friday, Easter, etc.)
- Order extra funeral materials
- Support church events / outreaches (fall festival, wild game dinner, mega sports camp, etc.)
  - Marketing / mailers / administrative support / etc.

## **MISCELLANEOUS**

- Organize facility rental as needed
- Assist in preparations for weddings, funerals, baptisms, baby dedications, etc.
- Accept phone calls and correspondences regarding care needs
- Manage the church calendar
- Carry out tasks as requested by other staff members.