

Holy Cross United Methodist Church
Job Description: Office Administrator

Definition: The purpose of this position is to support the mission of the church through outstanding administrative support of the church staff and programs. This will require excellent interpersonal skills as you represent the congregation to the greater community; cooperative teamwork with a diverse team of staff and volunteers; and provide outstanding computer, verbal, and written skills.

Qualifications:

- Adherence to Holy Cross UMC Safe Sanctuary Policy/Program
- Competent computer skills, including Word, Excel, Publisher, PowerPoint
- Proficiency in use of standard office tools, including copy machine, laminator
- Must be courteous and tactful; must exercise exceptional judgement in dealing with sensitive and personal issues; exhibit positive attitude; demonstrate high level of trust
- Must exercise strict confidentiality; this includes information in staff files, information in church records, staff communication, visitors to pastor, anything else of sensitive matter
- At least 5 years of related experience and training
- Well organized and skillful at time management
- Attentive to detail, especially in reports and written/published communications.
- Ability to see well and hear well in person and on phone.
- Ability to read, write, and speak fluently in English and Tongan.
- Ability to lift up to 35 lbs. when needed.

Hours: Tuesday – Friday 9:00am – 1:00pm, except holidays, with some flexibility.
Approx 16 - 20 hr./week.

Compensation: Employee will be hired on Probationary Status for the first six months with a compensation of \$19 per hour. The employee's compensation will be increased to \$20 per hour at the end of the Probationary period, pending a satisfactory evaluation. Future compensation will be set annually by the Administrative Council. It shall be computed on an annual basis and is dependent upon job performance as evaluated annually.

Term: This position is employed as an "at will" employee.

Vacation: This part-time position has no paid vacation time.

Holidays: Office is closed when holiday falls on a weekday.

Sick Leave: 40 hours paid sick leave per California Sick Leave policy date 1-1-2024.

Other: Hiring is contingent upon finger-printing and background check.

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Supervisor: Pastor

Specific Duties and Responsibilities:

- Serve as pastor's secretary
- Assist pastor and other staff with targeted mailings, information requests, and occasional special needs.
- Assist Treasurer with accounts receivable/payable
- Create and maintain the annual end of year and charge conference reports.
- Answer, screen, and route all phone calls and take messages as needed.
- Transcribe messages from the answering machine
- Distribution and dissemination of all mail and correspondence.
- Check and manage email.
- Maintenance and organization of reception area; create inviting environment for people passing through on a daily basis
- Greet, welcome, assist persons who come into the office
- During urgent situations identify need/urgency degree; then refer, counsel, take message.
- Prepare and maintain all church files and records
- Type, duplicate, and assemble worship bulletins
- Edit, assemble, and prepare for mailing the newsletter
- Type and prepare all mailings to the congregation
- Type, mail, and file copies of all church correspondence and documents
- Create, Edit, and maintain accurate church membership records; this includes baptisms, births, deaths, marriages
- Process church membership transfer requests
- Maintain current church directory and mailing lists
- Ordering and maintenance of office supplies and equipment
- Receive and process requests for persons seeking help with food, lodging, travel, etc...; make appropriate referrals to community service agencies
- Collect/note information from prospective facility renters; forward info to Trustees
- Distribute and maintain building use contract with facility renters
- Bill for and collect rent from tenants.
- Communicate with custodian and other church leaders regarding facility usage.
- Maintain church calendar and schedule events; this includes meetings, events, and usage of church facilities.
- Advise appropriate parties regarding necessary repairs to buildings, equipment, or grounds.
- Maintain current list of key holders/alarm codes; provide key/codes to persons as needed.
- Supervise volunteer office staff.
- Other duties as assigned

Revised 5/15/2026