



## St. Peter's Lutheran Church and School - Big Rapids

### Office Manager Job Description

#### PURPOSE:

The Office Manager is a full-time position tasked to serve the Church of God at St. Peter's by providing administrative and secretarial services to assist the paid and unpaid staff, connecting the variety of ministries and people through record maintenance and internal communications and coordination, and offer a welcoming "front-door" presence to all incoming people and communications in a manner consistent with the Mission, Values, theology, and goals of St. Peter's Lutheran Church and School.

#### PRIMARY RESPONSIBILITIES:

- Receive and screen incoming calls, taking clear messages and returning calls, if asked, for the staff
- Maintain the schedule and space allocation for St. Peter's
- Prepare outlines for Sunday worship services
- Sort and open mail
- Work closely with the pastor in developing new ideas and special projects
- Work with appropriate committees, officers and leaders to carry out the ministry of the church
- Cooperate with the Business Manager, and all other staff by performing any other duties when asked to do so
- Maintain records for baptisms, funerals, weddings and transfers into and out of the church
- Maintain indexes of all committee meeting minutes
- Prepare weekly communication for worship
- Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained
- Order office supplies as necessary
- Maintain an accurate, up-to-date database of church and school participants, including personal data
- Produce annual church and school directory
- Update church and school information for District upon request
- Maintain the church and school calendar ensuring all events are added and edited as necessary
- Prepare Expense Vouchers for expenses for the church and school
- Input the weekly giving and attendance count into the appropriate database
- Maintain the web site as necessary
- Maintain records for students, including requesting and processing records requests
- Prepare information flyers, documents, leaflets for special events
- Ensure parents, teachers and students are made aware of information as soon as possible
- Call for maintenance when necessary and follow-through until problem resolution
- Ensure that the lunch orders are called in and given to the lunch coordinator
- Maintain the lunch spreadsheet for the BRPS kitchen
- Ensure the MCIR (Michigan Care Improvement Registry) database is updated at the beginning of the school year and that all students enrolled are on the roster and that their information is correct
- Work closely with PAWS (Parents Active With St. Peter's). Request approvals for money requested, prepare checks and mail

This position is full-time, salary with benefits.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

OTHER INFORMATION: This position is accountable to the Senior Pastor, but receives direction from leadership staff, including Principal and pastoral staff.