

# Office Manager

Lighthouse Christian Church  
(Full-time - 40 hours weekly)

## Reports To

The Office Manager reports to the Senior Minister and is responsible to the Elder Team.

## General Description

The primary objective of the Office Manager is to manage the church office in an effective and purposeful manner. He or she will support the church staff through clerical functions and through administrative efforts.

## Duties and Responsibilities

- Manages church office in an effective manner,
- Manages clerical staff and their training,
- Coordinates clerical assignments among office support staff,
- Maintains church database,
- Meets with senior pastor and other staff to review calendar, projects, plans, needs, etc.,
- Prepares worship bulletins, inserts, newsletters, and other publications as needed,
- Manages the scheduling of the church calendar,
- Keeps filing system current and organized,
- Oversees copying, faxing, and mailing as requested by staff,
- Assists with special projects as requested and delegates assistance as necessary,
- Updates and maintains personnel files,
- Orders office supplies,
- Oversees office equipment purchases and maintenance,
- Performs other duties and required tasks as requested by church staff,
- Participates in weekly staff meetings.

## Education and Experience Requirements

- High school graduate with some college preferred,
- At least two years Office Manager experience,
- Working knowledge in various computer programs (Word, WordPerfect, Excel),
- Possesses good verbal and written communication skills,
- Possesses good grammatical and proofreading skills,
- A team player,
- Experience in desktop publishing, graphics, database, and financial software.

## Personal Qualifications

- An immersed believer in Christ,
- An active Lighthouse Christian Church member,
- Personal testimony of salvation and a committed walk with Jesus Christ,
- Sets an example and serves as a role model in personal life,
- Committed to personal growth - spiritually, emotionally, and educationally,
- Committed to Lighthouse Christian Church's mission and statement of faith,
- Committed to confidentiality (A signed agreement is required),
- Possesses flexibility for growth and change in a learning and growing environment.