

**Job Description:** **Full-time Office Manager**

Aldersgate Abilene

Abilene, Texas

**Summary**

The Office Manager at Aldersgate Abilene will attend to the needs of the main office of the church, contribute to coordination of overall communication within the church. The candidate will work 32 hours per week and will report to the Pastor. The office hours are M-Th 8:30am12pm; 1pm-4:30pm and Sunday 8:30am-12:30pm.

**Minimum Qualifications**

* Knowledge of Microsoft Office products, layout and graphic design and database management required.
* Three years of clerical experience required.

**Primary Responsibilities**

* Answer phones receive people in the main office of the church and tend to general office responsibilities. (This includes booking weddings, receptions and special events.)
* Assist the Pastor with coordinating the communication needs of the church, including the weekly production of the Aldersgate In Action (bulletin and newsletter printed piece), church signage and any physical postings inside the building.
* Design graphics for weekly sermons and other communication needs such as ministry events, worship services and mission field activities.
* Assist groups (Sunday School classes, the United Methodist Women, the Ushers) with any communication needs, such as sending cards and emails for notices about meetings and schedules, etc.
* Maintain the church’s membership database by processing the Sunday morning welcome cards each Monday, making note of baptisms, membership changes, births, deaths, etc.
* Coordinate with the Pastor and the Staff Parish Relations Committee to distribute, collect and file all Human Resources paperwork for job applicants and current employees.
* Prepare and gather mail and packages.
* Coordinate and communicate each week with the first impressions and
hospitality teams.
* Be available on Sundays to help guide and fill gaps in for Greeters and recruit/train volunteers as needed.
* Order hospitality supplies weekly to refill for the next Sunday.

**Additional Responsibilities:**

* To greet receive each person on the phone, via email and in person warmly with and with a willingness to help address that person’s needs or to find someone on the staff who can do so.
* To assist in coordination the communication of a central and unified message that Aldersgate Abilene supports the mission of raising up deeply devoted disciples of Jesus and that invites people to participate in that mission.
* To design sermon and information graphics that visually communicate the theology of Aldersgate Abilene and support the mission.
* To help the staff stay connected through consistent and clear communication about what is on the church calendar and the processes involved and required for scheduling events, booking rooms, etc.

**Expectations for each Staff Member**

* Meet one-on-one with the Pastor each week.
* Participate in weekly worship design and staff meetings.
* Join Aldersgate as a member and participate in the life of the church.
* Have the ability to maintain and keep confidences.
* Support the missions of the church through participation and tithing.
* Any and all other responsibilities as assigned.

**Application Information**

Interested parties are invited to submit cover letters and resumes to both Dustin Wilhite, Pastor Aldersgate Abilene, at dustinwilhite@gmail.com., and Jennifer Montoya, SPRC Chairperson, at jennifer.montoya06@yahoo.com.

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