

OFFICE ADMINISTRATOR, PART-TIME

JOB DESCRIPTION

Menomonie United Methodist Church

2703 Bongey Dr.
Menomonie, WI 54751

POSITION SUMMARY

Menomonie United Methodist Church is seeking a dependable, organized, and welcoming **Office Administrator** to oversee the day-to-day operation of the Church office and provide administrative support to the Pastor, Church staff, ministry teams, congregational leaders, and members.

The Office Administrator is expected to work independently, organize and prioritize responsibilities with minimal direct supervision, maintain confidentiality, and represent the Church in a positive and professional manner when interacting with members, visitors, community organizations, vendors, and the general public.

This is an hourly, part-time position of approximately **16 hours per week**. Specific days and hours will be determined in consultation with the Pastor, with flexibility as needed to meet the needs of the Church and its programs.

The Office Administrator is supervised by the Pastor and is accountable to the Staff Parish Relations Representatives. A confidential background check is required for all Church staff.

QUALIFICATIONS

The successful candidate will demonstrate:

- A deep commitment to the Christian faith and the ministry of the Church of Jesus Christ.
- The ability to work respectfully and effectively with people of all ages, backgrounds, and abilities.
- Strong organizational, communication, and interpersonal skills.
- The ability to maintain confidentiality and exercise good judgment.
- Strong computer skills and the willingness to learn software and technology utilized by the Church.
- The ability to work independently, prioritize responsibilities, and meet deadlines.
- Flexibility and the ability to work effectively with volunteers.
- Previous experience in office administration is preferred.

BASIC DUTIES

Responsibilities include, but are not limited to:

Office Administration and Support

- Provide administrative and secretarial support to the Pastor, Church staff, ministry teams, congregational leaders, and members.
- Serve as receptionist in the Church office for members, visitors, and the general public.
- Sort, distribute, and route incoming mail to appropriate staff members.
- Distribute meeting minutes, mailing labels, literature requests, and other documents as directed.
- Provide copying and printing services for the Church, staff, and members as needed.
- Keep the Church office and workroom organized, professional, and efficient.
- Perform routine cleaning and tidying of office areas as needed, including counters, tables, desks, and other surfaces.
- Attend Staff meetings.
- Attend Accountable Leadership Board meetings when requested.
- Complete other tasks requested by the Pastor, staff, and congregational leaders and as described in the Church's Procedures Manual.

Worship and Church Communications

- Prepare and print Sunday worship bulletins, mail copies to homebound members, and post them on social media, including Facebook, and the Church website.
- Work with the Pastor and staff to create and edit Church communications, including the Church newsletter, and post appropriate materials to the Church website.
- Print and coordinate bulk mailings as needed.
- Maintain the Prayer Requests Log and update prayer requests for inclusion in the Sunday bulletin.
- Produce digital slides, such as PowerPoint presentations, for use during Sunday worship services.
- Plan, design, and produce brochures and other materials for educational offerings, programs, bulletins, and inserts as needed.

- Maintain Community Bulletin Boards near the front entrance with current information of general interest.

Records and Information Management

- Establish and maintain appropriate electronic file security for Church administrative databases.
- Update and maintain physical and electronic Church membership records, including addresses, telephone numbers, email addresses, and other relevant information.
- Maintain visitor registration information.
- Establish and document procedures for the retention, protection, retrieval, transfer, and disposal of Church records in collaboration with other administrative staff.
- Maintain files of congregational meeting minutes, Accountable Leadership Board meeting minutes, and worship service bulletins for archival and historical purposes.
- Provide assistance with genealogy research, including baptismal, death, and other Church records.
- Provide acknowledgment of memorial gifts received from out-of-town individuals and non-members.

Church Calendar, Facilities, and Maintenance

- Update and maintain the master calendar for Church activities, meetings, events, and facility use.
- Provide facility-use information to the custodian.
- Obtain signed facility-use forms from non-members and organizations or activities not sponsored by the Church and maintain the appropriate documentation.
- Arrange for updates, repairs, and maintenance agreements for office equipment, software, and other Church property, such as the piano, in accordance with Trustee guidelines.
- Maintain the master key file in accordance with Trustee guidelines.
- Arrange for the opening and closing of the Church building for community events as needed.
- Work with families and funeral homes in preparing for Church services as needed.

Volunteer and Worship Coordination

- Organize schedules for greeters, ushers, communion stewards, and coffee-hour hosts and assist in identifying volunteers.

- Maintain music performance schedules as provided by the Music Ministry Coordinator and Pianist.
- Recruit and coordinate volunteers to assist with office tasks and cover office hours as needed.

Supplies, Inventory, and Volunteers

- Maintain Church inventory and order supplies as needed, including office, kitchen, custodial, and other supplies.
- Maintain a current list of local vendors and community resources.
- Maintain information regarding congregational volunteers and their skills and interests.

Leadership and Administrative Support

- Send meeting notices and prepare, type, and distribute meeting minutes as requested.
- Keep the Pastor and Church leadership informed by reviewing and analyzing special reports, summarizing information, identifying trends, and using other appropriate methods.
- Maintain a flexible work schedule to meet deadlines for bulletins, reports, communications, and programming schedules.
- Run local errands for the Church as needed.
- Perform other duties within the scope of this position as assigned and agreed upon.

SALARY AND BENEFITS

- **Hourly Wage:** \$20.00 per hour.
- **Social Security:** In accordance with applicable FICA regulations.
- **Vacation:**
 - Two weeks of paid vacation for years 1–10 of employment.
 - Three weeks of paid vacation beginning in year 11.
 - Vacation will be scheduled in consultation with the Pastor and Staff Parish Relations Representative.
 - Unused vacation in a calendar year will be forfeited.
- **Paid Holidays:** New Year's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day, and Christmas Day.
- **Travel:** Mileage reimbursement at the applicable IRS rate.

- **Sick Leave:** Four paid sick days annually.
- **Health Insurance:** Not provided.
- **Pension:** Not provided.
- **Leave of Absence:** By request to the Staff Parish Relations Representatives of the Accountable Leadership Board.

TERMINATION

Either the Office Administrator or the Church may terminate the employment relationship by providing a minimum of **30 days' notice**.

APPLICATION

Please submit a resume, along with the names and contact information for three references, to:

Pastor Inwha Shon

Email: pastor@menomonieumc.org

Review of applications will begin immediately and will continue until the position is filled.

CONTACT

Inwha Shon, Pastor

Telephone: 715-235-0654

Email: pastor@menomonieumc.org