

WYCLIFFE PRESBYTERIAN CHURCH
POSITION DESCRIPTION - Office Administrator

INTRODUCTION:

This position is located on the Administrative Staff at Wycliffe Presbyterian Church, Virginia Beach, Virginia.

OBJECTIVE:

The purpose of this position is to provide professional quality administrative and clerical office support to the Minister, Elders and other officers of the church in such a manner as to promote efficiency in the church office and to provide to callers and visitors assistance that is reflective of the spirit of Wycliffe Presbyterian Church.

DUTIES AND RESPONSIBILITIES:

The incumbent of this position is responsible for the following:

Administrative Duties

- Receives telephone calls and in-person guests to the office. Screens out and directs those whose business can be taken care of by other than the Minister and, if possible, handles calls and guests personally.
- Sorts and distributes all incoming mail. Prepares all outgoing mail and mail each day. Prepares bulk mailing when required, assuring that all postal regulations are complied with and takes mail to the Post Office as needed and e-mails the Church's Communication requirements, and other correspondence as needed.
- Prepares correspondence and types reports and other material for the Minister and the Session.
- Prepares and types weekly announcements for the bulletin, prepares the children's bulletins, includes inserts for the current week's service as well as in advance of a planned absence. Maintains the bulletins electronically.
- Prepares funeral and wedding bulletins and all certificates related to special events.
- Prepares packets for the monthly Stated Session meeting, including making copies of session minutes, committee reports, financial reports and emails to Session members attaching additional information, as required.
- Is responsible for typing, updating and keeping on hand interoffice forms such as collection, agenda, order of worship, reimbursement and worship attendance forms. Assists in keeping address labels current for members (resident, non-resident and college students) and all groups of the church.

- In the absence of the Director of Music, prepares the weekly bulletin and social media posts.
- Prepares the weekly electronic newsletter.
- Types and maintains Officers' Manual for use by the Elders of the church, the "Wedding Manual", "Worship and Work at Wycliffe" and other documents.
- Assists the Clerk of Session in maintaining statistical information on the congregation throughout the year and assists in preparing the Annual Statistical Report for Presbytery if requested by the Clerk.
- Informs Minister and appropriate Elders of illness, hospitalization, or emergency situations of church members or family members.
- Maintains all office equipment. This includes calling service technicians when needed.
- Maintains a complete and current roster with names, addresses, phone numbers and email addresses utilizing Realm software and Excel spreadsheets.
- Procures all office supplies. Also, orders supplies for various Session committees, including literature and promotional materials from various publishing houses, etc.
- Performs other appropriate duties as assigned by the Minister, AS&F or Personnel Committees.

Financial Duties and Responsibilities

- Assists Treasurer by inputting data to prepare monthly financial statement.
- Counts weekly offering with church volunteer and records contributions of members, prepares bank deposit and distributes collection information to the Treasurer and AS&F Committee. Inputs all cash receipts data to the computer files.
- Reviews forms for reimbursement to ensure authorized signatures (Elders on Session) are approving payments.
- Notify AS&F whenever individual expenses appear to be out of the ordinary.
- Prepares for authorized signatures checks for payroll and payment of church bills and makes journal entries accordingly.
- Prepares offering envelopes for distribution. Enters donation data weekly and mails offering statements annually for the Financial Secretary.

- Maintains filing system for the Church Treasurer.
- Is responsible for assuring that donations and memorial gifts to the church are recorded and that acknowledgment letters are sent to the donors and family of the deceased.
- Processes W2s, 1099s, and contribution statements and collaborates with the Treasurer to ensure their accuracy.

General Administrative Duties

- Receives and, when appropriate, deals with calls for the Minister in his absence.
- Maintains calendar of activities and meetings on church property. This includes receiving calls from prospective users, mailing Property Use forms and arranging for pickup and return of appropriate keys. The session determines the approval or disapproval of said request.
- Solicits bids and information on office equipment when requested by Administration, Stewardship and Finance Committee or Minister, including preparation of comparative analysis of data.
- Makes trips to or orders online from various supply stores, post office, etc. as needed.
- Composes and/or types and updates flyers, programs, forms and other materials for various committees and groups, including church school, Vacation Bible School, Christmas programs, wedding programs, memorial services, etc., as needed.
- Calls and deals with repair and service people, including the janitors, as needed for church equipment and property upkeep. Maintains a list of contractors who work at Wycliffe along with their proof of insurance.
- Receives calls and maintains registration lists for various church functions such as Fellowship Lunches, New Member Classes, etc.
- Responsible for facilitation of any charitable requests using BEACH Community Partnership's "Charity Tracker Program" as directed by the CS&M Chairs.
- Notify Facilities Chair when companies providing service (i.e., Janitorial, Exterminator) are not performing up to standards.
- Must know the location of all fire extinguishers and how to use them.
- Serve as first point of contact for Stratford Preschool. Liaison for janitorial issues, scheduling for fellowship hall/rooms when needed and any other immediate issues throughout the day.
- Maintains a list of contractors who work at Wycliffe along with their proof of insurance.

WORKING CONDITIONS:

There may be periods of intensive church program activity and deadlines capable of producing a stressful environment. The incumbent must be able to prioritize and manage workload to accomplish required tasks in a timely and efficient manner.

QUALIFICATION REQUIREMENTS:

The incumbent of this position must meet the following requirements:

- Must be at least a high school graduate; some college experience is preferred.
- Must be able to operate computer (proficiency with MS Office Suite, especially publisher; social media platforms preferred) and other office equipment and have a working knowledge of accounting procedures.
- Must be capable of dealing effectively with sensitive situations and maintaining professional confidentiality.
- Must demonstrate a pleasant and positive demeanor.

SUPERVISION:

The incumbent is under the supervision of the Minister and the Administration, Stewardship and Finance Committee. The incumbent reports to the Personnel Committee for any employment matters.

Employee	Date	Supervisor	Date
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