

Job Description: Church Office Manager



January 2025

Position: Church Office Manager
Reports to: Senior Minister
Employment Type: Part-time – 14 hours per week
Remuneration: \$20,886 - \$21,935 per annum (\$28.69 - \$30.13 per hour)
Superannuation: Above Award

Overview:

We are seeking an organised, dependable, and proactive Church Office Manager to oversee administrative operations and financial processes, ensuring the church office operates efficiently.

The ideal candidate will demonstrate excellent interpersonal skills, financial aptitude, and a willingness to learn and adapt. This individual will play a vital role in supporting the church's mission and fostering connections with members and visitors.

Spiritual Qualities

- A personal and ongoing relationship with Jesus
- Be responsive and flexible to handle the changing needs of a church
- Ability to take initiative and direction where appropriate
- Self-motivated with a "can do" attitude
- Operates with the utmost integrity and confidentiality
- Organised, trustworthy and reliable
- A gracious manner in being the first point of contact for people from a large variety of backgrounds
- A love for God's people and their continued growth

Key Responsibilities:

Administrative Management:

- Supervise the daily operations of the church office to ensure efficiency and organisation.
- Maintain accurate church records, including membership, rosters, directories, and volunteer databases via the use of 'Planning Center' (training available as needed).
- Coordinate office logistics, including scheduling meetings, managing calendars, and maintaining supplies.
- Assist in preparing bulletins, newsletters, and other communications for church services and events, potentially including social media.

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January 2025

Financial Management:

- Oversee day-to-day financial operations, including tracking expenses, processing invoices, and managing church accounts.
- Prepare and reconcile monthly financial reports, including income and expense statements, for review by the church leadership, using MYOB (training available as needed).
- Assist in preparing the annual budget in collaboration with the pastor and financial management team.
- Maintain proper documentation of donations, tithes, and offerings, ensuring compliance with record-keeping standards.
- Process payroll and manage reimbursements for church staff and volunteers.
- Ensure timely payment of bills, taxes, and other financial obligations.

Communication and Interpersonal Duties:

- Serve as the primary contact for church members, visitors, and external inquiries, providing a welcoming and professional presence.
- Respond promptly to phone calls, emails, and other forms of communication.
- Maintain strong relationships with church attendees, ensuring timely follow-up with new and potential members.

Team Collaboration:

- Work closely with the pastor, church staff, and ministry leaders to support and implement church initiatives.
- Collaborate with the financial management team and treasurer to ensure proper financial stewardship and reporting.
- Coordinate with volunteers to organise church events and activities.

Interpersonal Skills:

- Facilitate the onboarding process for new church attendees, ensuring they are connected to church ministries and resources.
- Follow up with visitors and new attendees to encourage ongoing participation in church life.
- Facilitate access to small groups for new attendees

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Essential Criteria:

- **Financial Competence:** Demonstrated understanding of budgeting, financial record-keeping, and basic accounting principles.
- **Administrative Expertise:** Demonstrated exceptional organisational skills and attention to detail, with the ability to manage multiple tasks and priorities.
- **Technological Proficiency:** Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with financial management software or willingness to learn (e.g., MYOB, church-specific software).
- **Cultural Alignment:** Commitment to the ethos and mission of Nowra Church of Christ.

Preferred Qualities:

- Ability to adapt, learn quickly, take on additional responsibilities as needed and prioritise.
 - Strong interpersonal skills, having a warm approachable demeanor with excellent verbal and written communication skills.
 - Experience in office management, administration, or bookkeeping.
 - Familiarity with church operations, ministry structures, and nonprofit financial management.
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Applications

Interested candidates please submit to eldersncofc@gmail.com no later than 15th March 2025 the following items:

- resume
- covering letter that includes a 2–3 page response to the selection criteria
- a minimum of two references.