



POSITION: **OFFICE MANAGER**

Status: Full-time, Non-Exempt

Reports to: Director of Ministry Support

ABOUT US

McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations. We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Office Manager directs, coordinates, and executes the day-to-day operations of the main church office, working with all internal ministries, sites, and church plants around mission-critical areas including: contributing to weekly worship service logistics and planning, supporting the communications and connections departments, assisting staff in interfacing with IT and other vendors, scheduling for senior leaders as needed, and greeting visitors.

ROLES AND RESPONSIBILITIES

Front-End Office Administration & Workroom Oversight

- Responsible for front-end of the office; interface with guests and church members via phone or in-person; manage phone calls, visitors, and deliveries.
- Manage office supplies and oversee the workroom and staff kitchen - maintain general organization and cleanliness, restock as necessary.
- Maintain vendor relationships for office supplies, copier, phone, IT and other areas; research and suggest new vendors as appropriate.
- Assist staff, ministry leaders, and volunteers in use of office equipment, troubleshooting and communicating support needs to the IT vendor.
- Help onboard new staff members by prepping the necessary materials and coordinating with multiple ministry support teams.

Communications & Connections Support

- Manage publication of Sunday Worship Guides: input weekly information, update layout, and monitor printing.
- Facilitate key communications initiatives, such as helping to edit, proofread, and print publications and posting online classifieds.
- Regularly input attendance and membership data.
- Assist in the facilitation of newcomer lunches, membership seminars, and related events through ordering necessary supplies and lunches and helping to collate/format the necessary materials.

Volunteer and Ministry Coordination

- Field calls and visits and arrange in-person interviews with those requesting assistance from the Deacons' Fund; handle cases with utmost care and wisdom, communicate information to the Chairman of Ministry Deacons' Committee, and coordinate with deacons, Finance Department, and Director of Ministry Support as needed to fulfill requests.
- Coordinate sanctuary clean-up volunteer team; recruit, manage communications to team, and provide supplies as necessary.

Scheduling & General Administrative Assistance

- Assist Director of Ministry Support with maintaining calendar, arranging appointments and meetings, and providing organizational support.
- Assist specific pastors and senior leaders, as needed, with maintaining calendar, arranging appointments and meetings, and providing organizational support.
- Provide vital administrative support to all ministries as needed by printing publications, facilitating mailings, and providing other essential functions.
- Assist Finance with Monday morning offertory count and other tasks as needed.
- Assist with special projects as assigned by the Director of Ministry Support.

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ; exemplary life as delineated in 1 Timothy 3 and Titus 1.
- Proven organizational and administrative skills
- Excellent time management and prioritization skills
- Grace-filled interpersonal skills; ability to be flexible and adapt to changing tasks.
- Proficiency in Microsoft Office and ability to quickly learn new software, as needed.
- Passionate about the vision and grace-driven philosophy of MPC; agreement with and excitement about the basic principles of Reformed theology.
- Church Membership at MPC (a requirement but not a prerequisite).
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love

our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride.

TO APPLY

Please send a cover letter and resume to Natalie Burchfiel, Director of Ministry Support (natalie@mcleanpres.org).