



## OFFICE ADMINISTRATOR

The Office Administrator is responsible for the overall administrative operations of the church office. The primary focus revolves around finances, communications, and general office responsibilities. This role is one of support for staff and lay leaders, in fulfilling our mission and ministry.

<b>Ministry Area/Department</b>	Office, Finance and Communications
<b>Works Closely With</b>	Pastor, Finance Team, Church Council, Trustees, and Communications Team
<b>Supervisor</b>	Pastor
<b>Position Is</b>	Part-time, paid staff (hourly)
<b>Education &amp; Experience Level</b>	2 years of accounting or office experience, Bachelor's degree preferred, qualified candidates with associates degree or certificate programs will be considered
<b>Skills or Abilities Preferred</b>	Experience in double-entry accounting programs for churches (ERUMC uses Powerchurch Plus) • Proficiency in Microsoft Office • Good organizational and communication skills • Experience in social media • Experience with leadership of volunteers • Knowledge of church practices
<b>Best Personality Traits</b>	Ability to work with confidential information • Strong work ethic • Able to work independently • Welcoming
<b>Passion for</b>	Serving within a faith based community
<b>Start Date</b>	Immediately
<b>Work Schedule</b>	Three to five days per week in office • flexible schedule • 20 hours per week • one to two evening meetings per month

### Context for Ministry

Elk River United Methodist Church is a vibrant and historic congregation within the United Methodist denomination. Founded in 1870, we are located in a growing community mid-way between Minneapolis and St. Cloud. ERUMC currently worships 150-175 people per weekend between two Sunday morning services. Our 8:30 am service is a traditional worship style; our 11:00 am service is contemporary, more family-oriented, and interactive worship style; for the summer, we have one combined service at 9:00 am. The sanctuary space and parking lot were both recently renovated and upgraded.

We at ERUMC value our multigenerational church community. Our ministries are committed to being in it for the long haul. We value and honor each person, cradle to grave, and believe that this is the represented body of Christ in the world. Our vision is to continue inviting more and more people into this family of God, creating opportunities for worship that are vital and effective for young and old alike. We are looking for leaders who are willing and eager to help make that happen.

## Responsibilities/Duties

A. Personally provide or delegate for the fulfillment of **general office duties**

~ Anticipated Amount of Time: 6-8 hours per week

- Receptionist responsibilities
- Prepare for Sunday **worship bulletins**
- Creates **church newsletters, special mailings, etc.**
- Maintains accurate **church and attendance** records

B. Accurate management of the **church finances**

~ Anticipated Amount of Time: 6-8 hours per week

- Manage **account** payables
- Support for **congregational giving and send quarterly and year-end giving statements**
- Insure that **payroll, pensions, and all other human resource needs**
- Enter and maintain **up-to-date financial records and reporting** in church accounting software
- Guarantee that **safe and responsible financial practices** are followed
- Support the scheduling an **annual audit.**

C. Ensure strong and effective **communication.**

~ Anticipated Amount of Time: 2-4 hours per week

- Monitoring **office equipment and contracts**
- Administrate and update the **church website, Facebook and other social media** activities
- Maintain a **master calendar** of events for the church

D. **Support the activities for the leadership** of the church

~ Anticipated Amount of Time: 4-6 hours per week

- Train, support, and help lead **volunteers** in ministry areas related to finance, trustees (supervise custodian), communications, and office administration.
- Attend **staff meetings** at least twice a month, and occasional staff or personal development training events
- Provide leadership and support for the general operation of the church as deemed necessary by one's supervisor

~ Total Time Commitment: 20 hours per week

## Resumes & Cover Letters

Email: [employment@elkriverumc.org](mailto:employment@elkriverumc.org)  
Address: Elk River United Methodist Church  
1304 Main Street, Elk River, MN 55330  
Phone: 763.441.2750  
Website: [www.elkriverumc.org](http://www.elkriverumc.org)