

Job Responsibilities of Church Office Administrator

Weekly

Preparation of worship bulletins/Refrigerator News including running of copies, folding, etc.
Forwarding of same to worship participants/Howard Williams
Attendance posting to Power Church, filing paperwork to Attendance books.
Notifying pastors of attendance issues.
Process incoming mail.
Processing emails, forwarding to appropriate people, etc.
Answering telephone calls, taking appropriate action.
Email Hotline items.

As needed

Update Power church address base i.e., address changes, email changes, new attendees, etc.
Maintain supply of church forms i.e., attendance sheets, prayer request cards, all kitchen forms.
Maintain supply of postage stamps.
File Ministry Team minutes into master minute book.
Affirm Ben's Bugs Be Gone treatment dates.
Update office church directory as changes are received. Email changes to pastors.
Maintain church calendar.
Order nametags for new attendees, etc. from Indiana Stamp.
Report property issues to Property Management Team i.e., furnace, air conditioning, elevator, etc.
Check sanctuary mailboxes, mail out old mail if applicable.
Notify Tom Tiernon of special cleanings needed, i.e., funerals, etc.

Copier

Order copier paper supplies.
Order copier toner cartridges.
Run off monthly totals, call to Office Concepts.
Process invoice for payment of monthly charges to Office Concepts.
Training on Digital Sign

Annually

Schedule annual Fire Extinguisher inspection with Nowak.
Schedule annual Fire Department inspection of church with FWFD.
Schedule Elevator inspection, submit payment to State of Indiana to get renewed license.
Prepare seasonal inserts i.e., Secret Santa, religious holidays, etc.
Prepare Annual Congregational Meeting packets.
Process Messenger subscriptions.
Prepare Stewardship materials/booklet for Stewardship Drive.
Process forms from NID, Elgin.
Renew Go Daddy subscription.