



Job Vacancy Announcement

Location:	St. Paul United Methodist Church 6634 St. Barnabas Road Oxon Hill, MD 20745
Job Title:	Executive Office Manager/Assistant to Pastor
Type:	Full-time (40 hours per week)
Annual Salary:	Negotiable
Date Posted:	March 16, 2016
Closing Date:	March 28, 2016 (Internal Church Membership)/ until filled
To apply:	Email resume and completed application (located on the St. Paul Church website) to staff_relations@stpumcmd.org Poc: Franeka Kirby

Roles and Responsibilities:

The Office Manager/Assistant to Pastor is a key member of the Office staff team dedicated to supporting the mission and vision of St. Paul U.M.C. Church and its Senior Pastor. This position is diverse in many areas including but not limited to administrative support. This position requires a committed and dedicated professional to work directly with the pastoral staff, church administration, volunteers and church members and requires the skills and ability to work with sensitive and highly confidential information. The ideal candidate will have previous experience working in an ever-changing and dynamic environment.

Qualifications and Skills:

- Employee must be skilled in the use of various computer software programs, to include, but not limited to, PowerChurch, the Microsoft Office Suite (Word, Excel, Power Point & Publisher) and other church management software systems and word processing applications essential to efficiently carry out the duties of the office.
- Employee must be able to effectively communicate orally and in writing.
- Employee must be skilled in organizing and planning priorities in assignments of day-to-day activities of the office and the church, generally.
- Employee must have supervisory experience.
- Employee must be discrete, courteous, tactful and able to exercise good judgment.

- Must be knowledgeable of United Methodist Church-related boards, programs, conferences, and policies.

Primary Duties:

- Provides general support to the Lead Pastor, Associate Pastor and Assistant to the Pastor in the day-to-day responsibilities of the church.
- Supervises the day-to-day assignments of the Church Clerk.
- Interacts with ministry area chairs, other church officers and members of the congregation in the coordination of church activities and the Lead or Associate Pastor's schedule.
- Interacts with ministerial staff, music directors, organizational/committee chairs, as necessary or as directed by the Lead Pastor or his designee, to carry out ministerial and worship operations.
- Orders and maintains sufficient office supplies and schedules equipment repairs.
- Interacts with appropriate trustee to assist with the administrative tasks necessary to acquire building repairs, maintenance, equipment, computers, etc.
- Prepares weekly bulletins and other materials for reproduction in conjunction with ministries, boards and committees, including programs for weddings and funerals, etc.
- Maintains the church calendar from information obtained from the Lead Pastor, Associate Pastor, and various ministries; provides timely updates for use on website and by ministry heads.
- Serves as building receptionist.
- Maintains official office files, prepares certificates, special program folders, new member packets and other materials, as necessary.
- Maintains accurate membership information and assures that database is accurately and timely updated. This includes records of baptisms, marriages and deaths.
- Prepares annual reports, as needed, by the Baltimore-Washington Conference.
- Originates correspondence on behalf of the Lead Pastor or Associate Pastor, as required.

Key Requirements:

- You must be a U.S. Citizen.
- Will be required to serve a probationary period.
- Will be required to complete security process and background investigation.

Required Documents:

- Your Resume
- A completed Job Vacancy Application. See below

Send required documents to: staff_relations@stpumcmd.org
Poc: Franeka Kirby



Job Vacancy Application

1. Name: _____

2. Address: _____

3. Daytime Phone: _____ Evening Phone: _____

Cell: _____ Email Address: _____

4. Occupation: _____

5. Current Employer: _____

Address: _____

6. Current Job Responsibilities: _____

7. Special interest, hobbies, and skills: _____

References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name _____ Relationship to reference _____

Street _____ City _____ State/Zip _____

Daytime Phone: _____ Evening Phone: _____ Cell: _____

Email Address: _____

Length of time you have known reference _____

2. Name _____ Relationship to reference _____
Street _____ City _____ State/Zip _____
Daytime Phone: _____ Evening Phone: _____ Cell: _____
Email Address: _____
Length of time you have known reference _____

3. Name _____ Relationship to reference _____
Street _____ City _____ State/Zip _____
Daytime phone: _____ Evening Phone: _____ Cell: _____
Email Address: _____
Length of time you have known reference _____