



Minnetonka

UNITED METHODIST CHURCH



Our Mission:

To GROW spiritually, numerically, financially and missionally for the purpose of making disciples of Jesus Christ for the transformation of the world



Our Vision:

To be caring, inclusive and Spirit-filled in all we do

Ministry Description

Position Title: SIMPLIFIED **Office Administrator***

FT – approximately \$40,000 - \$43,000 annually

How Position Helps Achieve Mission: The Office Administrator manages the church office while overseeing the hospitable, effective and efficient stewardship of the church's communications, finances and facility for the big picture purpose of sharing the good news of Jesus Christ with the world.

Leadership Structure: The Office Administrator is overseen by the Pastor and supervises the custodial team.

Position Responsibilities/Tasks:

- Maintains an awareness of and electronic documentation of church events, happenings, documents, membership and guests, finances; completion and submission of Annual Conference Tables
- Administrates the church's SharePoint, website and church management system
- Addresses immediate needs or inquiries in a warm and assuring manner, and appropriately transfers or directs individuals to those who can best meet their needs
- Oversees guest follow-up processes and coordinates volunteers for church events/tasks, including worship services, as necessary
- Strategizes, designs, prepares, communicates and promotes accurate and visually attractive church and denominational offerings/updates for the congregation and larger community through a variety of media, including but not limited to weekly worship slides, programs and emails, monthly newsletters and daily website maintenance, along with posters, flyers, social media posts, the church sign, hallway monitors and submissions for local publications
- Acts as bookkeeper; prepares and monitors the church budget, income and expenses on an ongoing basis; oversees and maintains all payroll, employment and tax-specific records
- Oversees building operations including but not limited to scheduling special events, facility and room usage and configuration, maintenance/repair appointments; purchases supplies for ministries throughout the building
- Fulfills additional duties as assigned

Performance Expectations:

- Displays a love for and belief in Jesus Christ, as well as a passion for the mission, vision, ministries and faith development of Minnetonka United Methodist Church; ideally, considers this position a ministry calling more than a job

Position Qualifications:

- Post-Secondary and/or comparable work experience (bachelor's degree in related field preferred)
- Previous church administration and accounting experience preferred
- Exhibits broad knowledge of and proficiency in using the ProPresenter; Microsoft Office 365, with emphasis on Excel and SharePoint; church management software; graphic design tools and social media communications
- Broad knowledge of accounting principles and proficiency using fund accounting, the Microsoft Office Suite and church accounting and payroll software
- Adept in website maintenance and graphic design
- Expertise in recruiting and overseeing staff and volunteer ministries
- Expertise in management of complex organizational systems, processes, communications and details



17611 Lake Street Ext.,
Minnetonka, MN 55345



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Review Process:

The Office Administrator will meet with the Pastor quarterly to review goals, performance outcomes and fit. Notes will be maintained. If it is determined that the individual is unable to fulfill their duties in accordance with their ministry description, they will be expected to engage in a process for ministry release.

- Demonstrates commitment to the inclusivity of all God's people and collaborative teamwork
- Provides a welcoming, caring and hospitable presence electronically, in person and on the phone
- Exhibits prompt, dependable and excellent clerical support, communication and presentation skills (written and verbal)
- Manages time well and meets deadlines, adjusts their schedule in accordance with the needs and demands of the position; self-directed and organized
- Ensures timeliness when leading and attending functions of the church
- Upholds strict confidentiality with the Pastor, staff and others as it relates to information affecting the overall function and health of the church and its membership
- Exhibits flexibility around position function and evolution



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