

JOB DESCRIPTION

(August, 2026)

Position: Office Manager

Accountable to: Kayla Meredith, Senior Pastor

Job Brief: The office manager will undertake administrative tasks, ensuring the rest of the staff and the church's volunteers have adequate support to accomplish the church's mission. The office manager will be self-motivated and able to prioritize duties. They will be trustworthy and maintain confidentiality.

Responsibilities *(include but are not limited to the following):*

- ☐ Represent the congregation
- ☐ Manage, direct and/or handle the church's office activities
- ☐ Support staff and volunteers
- ☐ Manage Subsplash and membership database, church directory
- ☐ Facilitate church's accounting service: including payroll and billing
- ☐ Manage the reporting and filing of church records and conference reports
- ☐ Recruit, train, and support a team of office volunteers
- ☐ Manage scheduling of church events, including facility rental agreements

Spiritual foundation:

- ☐ Committed to the Covenant of Expectations for the Staff of First United Methodist Church--Warrensburg

Skills:

- ☐ Ability to use various software programs and office systems including Microsoft Office products
- ☐ Good communication skills
- ☐ Strong organizational skills (for instance, maintain church's online calendar of events)
- ☐ Flexible, problem solver, and congenial team member
- ☐ Willing to learn various office systems such as the Subsplash Online Church Software