



Employee Job Description

Position: Office Manager/ Operations Assistant

The **Office Manager / Operations Assistant** at Fellowship of Praise is a vital administrative role that supports the daily operations of the church and serves as a central hub for communication, organization, and execution. This position ensures that the church office runs efficiently while creating a welcoming and organized environment for staff, volunteers, and guests.

This individual acts as a key support to the Operations Manager and pastoral staff by managing administrative systems, maintaining clear communication, and ensuring that all ministry areas are equipped with the resources they need to function effectively. The ideal candidate is highly organized, detail-oriented, and thrives in a fast-paced, ever-changing ministry environment.

We're looking for an Office Manager / Operations Assistant who exemplifies:

- A strong and growing relationship with God, demonstrating integrity and character
- A **servant-hearted, team-oriented mindset** with a willingness to support all ministries
- The ability to **work independently while staying aligned with leadership direction**
- Excellent **communication skills**, both written and verbal
- Strong **attention to detail and accuracy** in all tasks
- The ability to **manage multiple projects and meet deadlines consistently**
- Flexibility and adaptability in a **fast-paced, ever-changing environment**
- A commitment to maintaining **confidentiality and professionalism**

Key Responsibilities

As Office Manager / Operations Assistant, you will be responsible for supporting the administrative and operational functions of the church, including:

Office Administration & Systems Management

- Organize, maintain, and assist staff with office equipment and resources (copiers, printers, etc.)
- Assist staff with printing, preparing, and stocking ministry materials as needed
- Order and manage inventory for: (as directed by administrative pastor)
 - Office and administrative supplies
 - Janitorial supplies
 - Pantry and hospitality items
- Maintain organized and up-to-date office filing systems
- File and securely maintain **background checks and confidential records**
- Manage and distribute keys to approved leadership as directed by administration

Data Management & Record Keeping

- Receive, organize, and distribute connection/guest forms to appropriate ministry leaders
- Maintain accurate records of visitor and attendee information
- Ensure all data is handled with **accuracy, discretion, and confidentiality**
- Record and organize **staff meeting minutes and notes**

Communications & Calendar Management

- Answer and manage phone calls and voicemails daily
- Manage and maintain the **master church calendar**, ensuring accuracy and alignment
- Oversee digital calendars and staff email communication systems
- Distribute church-wide communications via email or mail as directed by leadership
- Maintain and update the **Volunteer Orientation Packet**

- Print and prepare all materials for:
 - Classes
 - Small groups
 - Connect and Serve classes
 - Church-wide events

Bulletins, Materials & Media Coordination

- Update and prepare the **monthly bulletin** with accurate event and service information
- Coordinate with the Media Director for necessary graphics
- Print and review all bulletins, flyers, and handouts for **accuracy and clarity**
- Ensure all printed materials align with current church communication and branding

Weekend Experience Preparation

- Maintain and stock the Welcome Center with all necessary materials (visitor cards, gifts, forms, etc.)
- Ensure all service-related materials are prepared and ready (communication cards, tissues, forms, etc.)
- Conduct a **weekly facility walkthrough (Friday)** to ensure readiness for weekend services, including:
 - Sanctuary
 - Entryways and lobby areas
 - Exterior spaces
 - Kitchen and coffee areas
- Assist with hospitality preparation as needed (including coffee support in coordination with team leads)
- Ensure all environments are **clean, organized, and guest-ready**

General Ministry Contribution

- Serve as a **central support role** for all ministries and staff

- Assist the Operations Manager in executing church-wide systems and processes
- Be proactive in identifying and solving administrative gaps
- Maintain a high level of organization, excellence, and follow-through
- Uphold strict confidentiality in all areas of responsibility
- Be willing to step in wherever needed to support the health and growth of the church

Part-time - Hourly wage (21 Hours)

- Monday- 9-3pm (6)
- Tuesday- 9-3pm (6)
- Thursday-9-3pm (6)
- Friday-9-noon (3)

Compensation

- Vacation – 2 weeks (may increase with continued employment)
- Paid holidays: New Years Day; Easter Monday; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day and Friday after; and Christmas Eve & Day
- Three paid days for immediate family death
- Medical/dental insurance not provided
- Retirement plan not provided