



Black
Mountain
United
Methodist
Church

Black Mountain United Methodist Church
101 Church Street, Mailing: P.O. Box 517
Black Mountain, NC 28711
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(828) 669-8248

Office Manager Position

Black Mountain United Methodist Church is seeking to hire a new office manager. The position involves interacting with congregants and visitors in person, by phone and through email, assisting the pastor with clerical tasks, preparing for weekly worship services, accounting and finance, overseeing social media and the church calendars. Proficiency in Microsoft and QuickBooks. The job is Mon–Thurs, 9am–2pm, with additional hours weekly. Competitive pay, paid time off. Send resumes to bmumc.office@gmail.com.

NOW HIRING

CHURCH OFFICE MANAGER

EMAIL RESUMES TO
BMUMC.OFFICE@GMAIL.COM

OFFICE MANAGER

The office manager of Black Mountain United Methodist Church shall have the following responsibilities:

1. The office manager maintain accurate records for the church.
2. The office manager shall in consultation with the pastor prepare and publish a bulletin for the principal service of worship and any special services requiring a printed bulletin and have the bulletin proof read.
3. The office manager shall serve as coordinator for the church's calendars and van calendar, schedule all meetings and shall see that a current calendar is posted in the church listing activities and programs of the church.
4. The office manager will under the direction of the pastor see that the membership rolls are current and that additions and withdrawals are properly noted.
5. The office manager shall annually prepare a directory listing, the current budget, officers, goals, and schedule of meetings for the church. The office manager shall annually provide an update of the directory with periodic additions and deletions printed in the newsletter.
6. The office manager will in consultation with the pastor lay out, mail and email the newsletter on a fixed schedule.
7. The office manager must maintain an accurate mailing list of all members and friends of the church.
8. The office manager will be responsible for keeping and ordering supplies for the church office and upon request may order supplies for the Sunday School, kitchen, or other groups within the church.
9. The office manager will see that all office equipment is in good repair and have necessary repairs made. Report service or ongoing problems to the trustees.
10. The office manager will be responsible for preparing all the correspondence of the church and as time permits shall assist the pastor with his correspondence and reports as requested.
11. As time permits, the office manager may provide assistance to groups within the church. All committee chairs are responsible for communications within their committees.
12. The office manager is an employe of the church with immediate supervision by the pastor and will be responsible to the Staff-Parish Relations Committee.
13. Due to the nature of the work it is absolutely essential that strict confidentiality be maintained at all times. Any breech of this confidentiality shall be grounds for immediate dismissal.
14. The office manager's work schedule shall be as follows; Monday- Thursday from 9am-2pm. Alterations in this schedule shall be made in consultation with the pastor and/or SPRC.
15. The office manager shall in consultation with the church treasurer be responsible for:
 - a. Writing all church checks
 - b. Keeping the financial books for the checking account and all other church accounts.
 - c. Prepare reports for Church Council meetings.
 - d. Prepare a year-end financial report for Church Council.
 - e. Prepare State and Federal Quarterly Tax Reports.
 - f. Prepare State sales tax refund forms twice yearly.
 - g. Prepare W-2 forms

Policy adopted by Staff-Parish Relations Committee on July 16,2012

Continuing Education: As developed with Pastor and SPRC.

A new office manager will serve a probationary period of the first three months of employment.

Termination of employment will require a thirty day written notice.

Job evaluation shall be conducted annually with the pastor and one SPRC Chairperson.

Vacation Notification

The office manager will give notification of vacation time a least thirty days in advance if possible reporting to the pastor and SPRC.

Staff Vacation & Sick Leave Policy Attached

Reviewed in 2023