



## Office Supervisor – Job Description

### **Position Summary:**

The Office Supervisor works to coordinate and carry out any administrative tasks necessary to support the pastors, directors, and ministry efforts of the church. This role provides oversight, training and supervision of any part-time administrative assistants and volunteer office staff. This is a 32-hour position & reports directly to the Lead Pastor.

### **Requirements:**

This position requires a profession of faith in Christ, regular attendance at CCWC, a friendly and welcoming presence in the church office, the ability to keep confidential information private, and a commitment to teamwork. Must be able to recruit, train, and develop volunteers. Able to write reports and create correspondence. Able to add, subtract, multiply, and divide. Must utilize internet communication through email, use electronic data management systems (Planning Center and Google Drive), and use Microsoft Word and Excel. Knowledge and experience using Canva also preferred.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to use and develop fine motor skills. The employee must be able to lift up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

### **Responsibilities:**

#### **Daily and Weekly:**

- Answer phones by saying, "Christ Community Wesleyan Church. This is \_\_\_\_\_."
- Be a welcoming and helpful presence to anyone who visits our church during office hours
- Answer the questions people have, or help connect them to the right person when you can't answer them
- Balance a friendly and fun office environment with the ability to be focused and productive
- Recruit, train, and coordinate office volunteers
- Work with Facilities Director to oversee and maintain the CCWC Church Calendar
- Manage the graphics and information displayed on the church sign by the road
- Work with the Facilities Director to oversee the collection and processing of Facility Request Forms
- Communicate with staff to gather information and put together the bulletin for Sunday morning
- Create, print, and fold the bulletins by end of day Thursday each week
- Ensure that the lobby furniture is reset, welcome center materials are restocked, and seat backs in the Worship Center are stuffed each week
- Send out welcome letters via email to new visitors each week

- Oversee the collection of all communication cards and
- Collect incoming mail and distribute it into the mailboxes in the church office
- Oversee the use and inventory of the printer/copy machine and all office supplies
- Input the weekly financial giving into our church database
- Oversee Purchase Requests, including the collection of Purchase Request Forms, getting purchase approval, and appropriate filing
- Manage the Ministry Areas Bulletin Board – updating it with relevant and current information as needed
- Attend and keep records for all staff meetings

**Monthly, Quarterly, Yearly:**

- Preparation of documents and packets for events as needed (board meetings, membership classes, etc.)
- Submit CCWC Annual Statistical Report to the denomination
- Coordinate Local Church Conference reports and packets
- Track membership in PCO, prepare directory for annual voting, letters to new members
- Prepare and oversee the budget for office administration
- Oversee the printing and distribution of year-end giving statements
- Filing of yearly financials and board reports
- Retention filing of all church documents
- Send out CCWC Newsletter emails from Lead Pastor each month

**Additional Duties:**

- Assist pastors and ministry directors as needed
- Run background checks for any incoming staff or volunteers as needed
- Order office, kitchen and special events supplies as needed
- Coordinate with Facilities Director to set up information tables in the lobby as needed
- Help Lead Pastor organize and plan all special events and luncheons (Christmas staff party, LCC, etc.)
- Record keeping of baptisms, salvations and dedications for district reporting
- Prepare certificates for baptisms and child dedications
- Work with Events Coordinator to arrange details for funeral dinners with supplies, order flowers for funerals
- Maintenance of contact info, deaths, baptisms, dedications, etc. in our church database (PCO)
- Provide reports from PCO to staff as requested
- Track employee vacation and sick time
- In charge of all onboarding documents/paperwork for new employees
- Drafting and implementing church policies with the Lead Pastor
- Other duties as assigned by the Lead Pastor

**Reports To:** Lead Pastor

**Work Schedule:** 32 hours per week

**Compensation:** Compensation package to be determined based on experience

To apply, please send Resume, Cover Letter, and References to: [josh@ccwconline.com](mailto:josh@ccwconline.com)