

First Presbyterian Church, Petaluma (FPCP)

Position Description

1.0 Title: Office Coordinator

2.0 Purpose: To provide administrative oversight of office procedures/operations and provide secretarial services to the Pastor and other staff.

3.0 Accountability: The Office Coordinator is supervised by the Pastor, as Head of Staff, and is accountable to the Head of Staff, the Personnel Commission (PC), and to the Session.

4.0 Responsibilities:

- .1 Shall adhere to the principles of confidentiality regarding all matters of church operations
- .2 Oversee on-going function of the church office
- .3 Provide clerical support for the Pastor, which includes correspondence and electronic communication
- .4 Train and supervise office volunteers
- .5 Maintain *member database* (Church Trac)
- .6 Provide mailing lists and reports for committees and commissions, when requested
- .7 Prepare the weekly eLetter (The Exchange) at the direction of and in consultation with the Pastor
- .8 Print and distribute the church directory at the direction of the Pastor and/or the Clerk
- .9 Maintain church calendar and schedule all events
- .10 Oversee the preparation of weekly and special worship bulletins
- .11 Assist in updating and maintaining church website
- .12 Order office supplies, and provide for the maintenance of office equipment
- .13 Attend staff meetings as scheduled by the Pastor
- .14 Perform confidential background checks for all church volunteers working with children and youth
- .15 Maintain Insurance Certificate records for the use of church facilities
- .16 Maintain a list of individuals who have keys for the office, the sanctuary, and other buildings on the campus
- .17 Record weekly worship attendance information, as provided by ushers, and provide attendance reports to Pastor and the Session as requested
- .18 Perform other duties as assigned by the Pastor

5.0 Qualifications:

- .1 Posses the skill to use church management software, i.e., word processing and desktop publishing software
- .2 Posses/use appropriate telephone and people skills
- .3 Utilizes effective time management skills and ability to meet deadlines
- .4 Exhibits a mature Christian faith
- .5 Supports the mission of the church

6.0 Terms:

- .1 Part time position: approximately 8 hours per week, as scheduled and agreed upon with Pastor. The hours are approved annually by the Session upon the recommendation of the Pastor, who consults with the Personnel Commission.
- .2 The Personnel Commission will review annually the adequacy of compensation
- .3 The salary will be reviewed annually and approved by the Session, upon the recommendation of the Personnel Commission
- .4 Leaves, vacations, and holidays are subject to the provisions in the Personnel Policies/Guidelines of First Presbyterian Church of Petaluma

7.0 Evaluation:

- .1 When first hired, at the end of a 90-day probationary period, an evaluation will be conducted by the Pastor, as Head of Staff, in consultation with a representative from the Personnel Commission.
- .2 Hence, an Annual Performance Review will be conducted by the Pastor, as Head of Staff, in consultation with a representative from the Personnel Commission.