

Job Description

Office Manager

Our Savior's Lutheran Church
910 9th ST, Menomonie, WI 54751

Approved: 8/12/25

Position Title

Office Manager

Supervision & Staff Role

The Office Manager is supervised by the Pastor and works directly with church staff, the Church Council, the congregation, and the general public.

Position Purpose

Support the overall mission of the church by effectively managing the church office, providing administrative and technological support to the staff and committees of OSL, and providing hospitality for those who enter the building.

General Responsibilities

- 1) Be informed and aware of the ministries of Our Savior's Lutheran Church.
- 2) Attend and take minutes at staff meetings and other meetings as required by the position.

Primary Responsibilities

Subject to review and in cooperation with the Pastor, the following constitute the primary responsibilities of the Office Manager.

- 1) Office management/administrative support
 - a. Oversee daily operation and assure compliance with church policies and procedures
 - b. Answer phones, take messages and provide information.
 - c. Provide administrative support to the pastor(s), staff, council, and committees
 - d. Schedule volunteers
 - e. Maintain the master calendar and schedule appointments.
 - i. Coordinate and schedule building and rooms
 - ii. Secure usage permits for persons outside of the congregation
 - f. Serve as the main contact for service vendors
 - g. Provide hospitality to visitors.
 - h. Assist with new hire orientations, maintain personnel records, and support staff
- 2) Publications and Communications
 - a. Assume primary responsibility for producing Sunday bulletins, special bulletins, bulletin inserts, and worship announcement slides.
 - b. Produce weekly newsletters and other communication materials
 - c. Manage congregational emails and mailings.
 - d. Design slides and maintain schedule of outdoor sign.
 - e. Assume primary responsibility for maintaining the church website and all social media outlets.



- 3) Technology
 - a. Assume primary responsibility for managing and maintaining phone, internet, website and social media outlets
 - b. Serve as the primary contact person for all technology vendors
- 4) Membership Support
 - a. Maintain church database, membership records, and the church directory
 - b. Record worship attendance
 - c. Prepare statistical reports of the congregation as required by the ELCA
 - d. Help coordinate and prepare annual and parochial reports
- 5) Miscellaneous duties and responsibilities
 - a. Maintain outside door keys and check-out procedure.
 - b. Maintain office inventory and purchase supplies as needed.
 - c. Perform other duties as assigned by the pastors.
 - d. Maintain a flexible work schedule in order to meet deadlines for bulletins, reports and programming schedules.
 - e. Other duties as assigned.

Qualifications

The Office Manager plays a major role in the day-to-day operation of the church and serves as one of the primary public faces of Our Savior's Lutheran Church. This position is an important part of the ministry of Our Savior's and the person is expected to embrace a warm, welcoming approach with members and visitors alike.

The following skills and qualifications are desired:

- 1) Strong organizational skills are needed
- 2) Strong written and verbal communication skills are necessary.
- 3) Proficiency in Microsoft Office Suite, Adobe products, social media platforms and databases is required.
- 4) Ability to work with technology, help troubleshoot problems, and work with technology vendors is important.
- 5) Familiarity with design principles and design software is beneficial
- 6) Ability to work with and train volunteers.
- 7) Ability to take direction from multiple sources.

Working Conditions

The Office Manager is a part-time employee. The hours may require flexibility to adjust for funerals or other activities and events. The church office is closed on Fridays. Adherence to all policies as they relate to employees of Our Savior's Lutheran Church is required.

Congregational Support

Our Savior's Lutheran Church values those who have been hired to support and nurture our congregation. We therefore will:

- 1) Encourage, pray for, and support you as a leader in this congregation.
- 2) Support you with an hourly wage.
- 3) Provide annual performance reviews conducted by the Pastor.