



# Congregational Church of Batavia

You Are Welcome Here

The Rev. Paige Wolfanger

United Church of Christ

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## Office Coordinator

### Job description:

This is a part-time non-exempt position 25 hours per week, paying \$19 per hour.

### Purpose

The Office Coordinator supports the congregation and ministries of the church through efficient management of the church office and administrative support to the Pastor, other staff members, and ministry teams.

### Essential Functions

- Coordination - Hub of communication for the operations of the church
- Maintains church process documents and office procedures manual
- Maintains church calendar and communicates with key staff/volunteers regarding events, etc.
- Coordinates requests for facility rental and room usage, including obtaining caretakers
- Works directly with custodian regarding room set up or other needs for activities and events in the building
- Completes administrative tasks and facilitates process and activities for special events, maintains and distributes paperwork (e.g., baptism, weddings, funerals)
- Assesses processes, data collection and storage strategies, to identify and implement improvements

### Church Communication - often the first face of the church

- Answers phone, distributes phone messages
- Monitors church "info@" email; answers and distributes as appropriate
- Manages and distributes incoming mail, including bills (email/hard copy)
- Manages large mailings
- Edits and distributes eNews, special "all church" emailss

## **Administrative and clerical duties**

- Monitors and orders office supplies, postage, etc
- Makes copies for church events, staff, ministry team
- Prepares and assembles bulletins for weekly services and special events
- Prepares slides for Sunday services
- Attends, takes minutes for weekly staff meeting, posts to shared drive
- Monitors use of and coordinates maintenance of office equipment including copy machine (in coordination with Facilities Team as needed)
- Keeps up with name tags for congregants and council
- Keeps log of building keys, issues keys as needed
- Orders and distributes offering envelopes for those requested

## **Recordkeeping**

- Keeps internal records including weekly service attendance, membership, events (baptisms, funerals, etc.). Coordinates with Clerk quarterly to align records
- Manages membership directory in Realm
- Prepares and organizes the UCC Annual Report, submits to national UCC office
- Reports music used during services for copyright and licensing reporting requirements
- Supports HR team for onboarding new hires; maintains HR records as needed
- Runs yearly background checks on staff and volunteers working with children

## **Direct support to the Pastor, staff, and ministry teams**

- Works with newsletter editor for Tower (run reports, prints/sends hard copies)
- Supports volunteers to create and distribute Annual Report for CCoB Annual Meeting
- Supports Facilities team for building maintenance

## **Support Batavia Nursery School**

- Works with BNS Director to schedule events in the church building
- Prints BNS yearly booklet
- Background checks for new employees
- Supports BNS staff and families as needed when school is in session

## **Payroll and payments for the church including:**

- Payables/ACH payments for church bills
- Payroll from time sheets
- Payroll audit (Form 941)
- Pension payments made by ACH
- Check notification approval
- Submit payroll

Other administrative tasks and duties assigned by Pastor or other staff members and team leaders.

### **Core Competencies**

- Skilled in communication
- Innovative self-starter; well-organized and detail-oriented
- Experience in payroll software preferred, or a willingness to learn
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Publisher) and Google Suite (Gmail, Drive, Docs, Sheets, etc.)
- Able to use videoconferencing

### **Accountability**

The Office Coordinator reports to the Pastor

To apply, please send cover letter and resume to [info@congregationalchurch.org](mailto:info@congregationalchurch.org)



