

 **Berkey Avenue Mennonite Fellowship**
Communications and Office Manager
Draft 03-06-14

Accountability: To the pastoral team via the supervising pastor.

Hours: 20 hours per week, subject to periodic review by request of the pastors in consultation with the Stewardship and Finance Commission.

Term: Open-ended; three week's notice of termination must be given by either the manager or the pastoral team.

Qualifications

Christian faith

Preference for regular participation in BAMF's corporate life

Vision for how BAMF can use communication tools "To live Christ's loving, caring, healing presence"

Ability to communicate church life via websites, social media, and print

Facility with computers

- Microsoft Office (Word, Excel, Powerpoint)
- Adobe CS5 (Photoshop Dreamweaver -- or HTML knowledge helpful)
- WordPress
- MailChimp
- Cloud Storage (Dropbox, Box, Google Drive, BitCasa)
- PowerChurch Plus

Writing and proofreading skills

Detail and management skills

Maintain confidentiality

Responsibilities

A. Welcoming and Care

1. Welcome and help people who come to the church office.
2. Answer the phone; answer questions and take messages as necessary.

B. Communication

1. Maintain and further develop BAMF's website in consultation with the pastors.
2. Write 1-3 posts a week for the church's social media (primarily Facebook, with the possibility of expanding into Twitter, YouTube etc.)

3. Archive bulletins, newsletters, and sermons each week on the BAMF website.
4. Prepare, file, and distribute congregational communications (bulletins, newsletters, minutes of meetings, monthly calendar, congregational directory, offering report forms, building reservation forms, yearly attendance forms, etc.)
5. E-mail notices of births, marriages, and deaths to *The Mennonite*. Keep a paper copy for the file.
6. Maintain the bulletin boards and literature rack.
7. In conjunction with the Christian Education Commission, coordinate announcements for the Bethany Christian Schools fund and the Mennonite colleges fund. Write letters to accompany the checks.
8. Manage worship attendance records. Forward names of visitors to the pastors. Note extended absences and alert the pastors.

C. Office Management

1. Maintain files.
2. Oversee the maintenance of office equipment (computer, printer, copier).
3. Maintain an inventory of office supplies, ordering more as needed. Call the church treasurer when postage stamps are low.
4. Handle requests for building reservations according to the guidelines established by the Stewardship and Finance Commission. Maintain the church calendar.
5. Once a year, deliver copies of the newsletters, congregational directory, and commission, elder, and congregational meeting minutes to the MC USA Archives at Goshen College.
6. Maintain petty cash for copier reimbursements.
7. Perform office services for the pastors, commissions, and committees of the congregation as requested.
8. In cooperation with the Christian Education Commission keep a current list of the people who receive church periodicals. Put periodicals in the mailboxes at the appropriate time.
9. Keep the children/youth nurture class lists up-to-date.
10. Schedule child care for the nursery during the worship hour.
11. Keep birthday, anniversary, member/non-member attendee, and official membership lists up-to-date.
12. Keep the mailboxes up-to-date. Distribute a family profile form, a congregational directory, and pictorial directory to new attendees.
13. Keep the key log up-to-date. Issue keys and receive returned keys.
14. Order flowers.
 - a. Provide a rosebud for each newborn of a member or attendee. The rosebud should be at the Sunday morning service as soon after the birth as is feasible, and a parent invited to take it home after the service.

- b. Arrange for delivery of a plant, floral arrangement, or other gift as appropriate to each member or attendee hospitalized or experiencing other extended illness, or who experiences the death of an immediate family member (parent or child).

Remuneration and Benefits

- Remuneration: Hourly pay is determined by the Stewardship and Finance Commission, and reviewed yearly.
- Time Off: Requests for time off and schedule changes should be made to the supervising pastor.
- Paid Vacation: Years one through four - two weeks
Years five through eleven - three weeks
Years twelve and above - four weeks