

Seven Oaks Presbyterian Church is a PC(USA) church located in Columbia, South Carolina. We are a member of the [Trinity Presbytery](#), [Synod of the South Atlantic](#), and [The Presbyterian Church \(USA\)](#). Our church campus consists of approximately 10 acres located in an area historically known as Seven Oaks.

Job Title: **Seven Oaks Presbyterian Church Office Manager**

Qualifications: Pleasant public image, communication skills, organizational and management skills, high level computer skills, advanced office machines, and software programs to include Realm Database, Microsoft Office Suite. **MUST HAVE: Prior church experience and experience with MS Publisher.**

Supervision: The Pastor in conjunction with the Administration Ministry.

Management Duties:

- Manage the SOPC Communication Systems including:
 - Phone
 - Church calendar, online and hard copy.
 - Coordinate/assist church ministries as needed in preparing printed communications.
 - Email messaging system (ACS)
 - “Friday eConnection”
 - Website
 - Information Technology
 - Church publicity
 - Information collected, prepared, and emailed for all Session meetings.
 - Information collected from ministry Chairs, Treasurer, Financial Administrator, Pastor, Nominating Committee, Membership statistics and compiled into the Annual Congregational Report.
 - Maintain record of staff passwords for various programs.
- Following the SOPC Policies and Procedures, create and maintain a system to track personnel vacation and sick leave time for ALL employees (including Pastors).
- Adhere to SOPC Office Management budget.
- Manage access to the church building through key assignment.
- Coordinate, schedule and supervise office volunteers who assist in various regular office tasks.
- Maintain and order all office supplies within budget
- Manage contracts for office equipment, the church domain and subscriptions for various literatures.
- Maintain the church Policy and Procedure Manual with update as needed.
- Attends staff meetings, preparing the updated calendar.

- Collect and process all memorials.
- Maintain control of the petty cash box according to policy.
- Maintain Sunday school rolls in Realm, adjusting each year as children are promoted.
- Upload recordings of sermons to the website.
- Distribution of incoming mail

Secretarial Duties (many of these items may be completed by volunteers)

- Direct the publication of the weekly Bulletin and uploading to the website.
- Direct the publication of “The Leaf”, uploading to website and mailing to selected members. Coordinate volunteer preparation.
- Record worship attendance
- Send reminder emails – greeters, counters, nursery workers, etc.
- Receive prepared material electronically from the Presbyterian Women Counsel (such as Handbook, mailings, announcements, etc.) for printing and/or mailing.
- Preparing posters for events and pew envelopes.
- Preparing materials as needed for the SOPC Stewardship Campaign.
- Answering incoming calls promptly and directs them to the appropriate person.
- Warmly greet members and visitors who come to the office, assisting them as needed.
- Maintain supply of Session Prayer cards (celebrations and care) and pew cards
- Maintain weekly list of visitors, preparing pastoral letters.
- Print copies of the Trinity Presbytery Commissioners Handbook for distribution to our ministers and commissioners.
- Receive materials electronically from Ministry Chairs for printing and mailing.
- File hard materials according to Ministry File System.
- Distribute all incoming mail and process all outgoing mail, including bulk mailings, in a timely fashion.
- Provide occasional secretarial support for the pastors.
- Perform any other duties as mutually agreed upon with the Pastor.
- Maintain Electric sign with current information.
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Job Type: 30 hours per week (Monday through Thursday; 8:30a.m.-5 p.m.)

Experience:

Relevant: 1 year of church office (Preferred)

Office Management: 3 years (Preferred)

Education:

High school or equivalent (Preferred)