**Office Manager**

**Qualifications:**

A mature and growing disciple of Christ who manifests a clear calling to church leadership and is committed to the vision, statement of faith, and bylaws of The Oaks Community Church. Must consistently display the leadership characteristics and qualities commanded in Scripture (I Timothy 3, Titus 1 and I Peter 5), practice servant leadership, and function as a “team player” with other TOCC staff members. Bachelor’s degree and/or 3-5 years of management experience preferred.

**Roles & Responsibilities**

* **Managerial Functions:** Oversee the administration of the church office, primarily the coordination of day-to-day operations; supervise staff engaged in operational positions (administrative assisting, bookkeeping, building maintenance, janitorial services, procurement, reception, special events, daily technology, etc.); oversee human resources processes (job posting, hiring, policies, benefits, evaluations, etc.); develop and create the agenda for weekly staff meetings; facilitate weekly staff meetings; schedule regular congregational meetings; oversee the effective management of the church calendar and facilities usage; handle employee mail; coordinate church communications; support primary church ministries as needed.
* **Strategic Functions:** Develop an annual operations strategy to support all TOCC ministry functions in alignment with the vision and mission of the church; establish goals/targets for operational effectiveness; make adjustments to direction when necessary; provide regular reports to the senior pastor and governing board.
* **Operational Functions:** Oversee development of budget, calendar, and volunteer coordination for all reporting operational functions; operate within the annual budget approved by the congregation; maintain reliable attendance on scheduled workdays; conduct performance evaluations of reporting staff; participate in annual performance evaluations with supervisor; execute other duties as assigned.

**Work Expectations & Goals:** The Office Manager will work 20-40 hours per week. During intensive periods of ministry, additional hours may be required. The Office Manager will report to the Senior Pastor concerning regular operations, staff meetings, special events, and other activities in coordination with other church staff members.

**Vacation & Spiritual Renewal Days**: The Office Manager will have annual paid vacation days established by the TOCC board and reported to the church staff for calendar coordination. They may request spiritual renewal days as needed per board approval.

**Salary & Benefits:** Salary and benefits for the Office Manager will be reviewed on an annual basis and established by the TOCC Governing Board. If the Office Manager is a licensed worker with the C&MA (not required), a yearly housing allowance may also be designated for this person as a part of their salary. Salary and benefits will be paid from the church payroll. Position incumbents are eligible to participate in the church’s medical insurance plan.