

# **OFFICE MANAGER**

## Hiring Policy

Paid staff is to be hired by the Deacon body. The Deacons have authority to hire, oversee and upon consensus remove employees as needed. Employees will answer to the Deacons and Pastor concerning job performance and responsibilities. Any new paid positions being created will have a job description written by the Deacon Body.

### Background Checks

All church employees are subject to a background check before hiring, with random drug testing as the Deacons / Pastor see fit.

## Paid Employee Schedule

### Work hours

Office Manager hours will align with Church business hours.

All other staff: hours will be set by the job description

### Vacation – Office Manager:-

Employees who work 4-day weeks get 8 days total paid; 2 day weeks worked get 4 paid days etc.

### Paid Holidays – Secretary-

New Years Eve

New Year's Day

Easter

Memorial Day

Independence Day (4th of July)

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

Should any of these days fall on a Sunday the employee may take the Monday immediately following off with pay.

## Church Office Manager

Position requires providing support to the pastor, deacons, treasurer, committee members, church members, Sunday School teachers, other churches, and occasionally the public and community.

This position is often referred to as the “Church Secretary”; “Office Manager” and “Church Secretary” are synonymous.

### **Daily:**

- Pick up mail from the mailbox and distribute it accordingly. Cemetery mail is placed in the appropriate box.
- Check the delivery box for packages.
- Answer the phone, and check for voice mail.
- Check emails and correspond accordingly. Print emails that need the pastor’s attention.
- Communicate to/or with the pastor for any church or other special events.
- Keep desk calendars up to date for you and the pastor.

### **Weekly:**

- Prepare the monies received for offerings to be deposited at the bank. This is usually done on Monday, unless it is a holiday.
  - Count the money, make copies of checks and cash envelopes, prepare deposit slips.
  - Take monies to the bank to be deposited.
  - Record monies received on the Monthly Receipts Document spreadsheet. It is important to keep this updated as the treasurer, and the pastor, will ask for this information periodically.
  - Record offerings, from the copies to the members’ tithe records.
- Prepare a new “Weekly Sunday School Report” sheet, and place it on the clerk’s desk, along with the bank pouch.
  - Update the Sunday School summary sheet with the information from this report.
- Create bulletin for the upcoming Sunday service.
  - This includes updating birthdays, prayer list, song list, announcements, and sermon notes,
  - Check with the pastor for upcoming events.
  - Create bulletin for the upcoming Sunday service.
- Accounts Payables: paying bills, or reimbursement requests. This is usually done on Tuesday and Wednesday. **ALL CHECKS REQUIRE TWO SIGNATURES**; to include the treasurer, secretary, or trustees; it is usually the treasurer and the secretary.
  - Code the bill with the correct budget code.
    - Prefilled labels have been created (located in the secretary’s desk drawer); attach label and fill in the necessary blanks.
    - For some bills, and for all reimbursements, a “Check Reimbursement Form” is used. These forms have been created and are on the computer.
    - Check reimbursements **require a receipt** from the person requesting reimbursement. **THE OFFICE MANAGER CANNOT SIGN HER OWN CHECK**
  - Record bills, check reimbursement forms, and debit card purchases in the Power Church software
    - May receive calls periodically from committee members for their balance.

- Mail or distribute checks accordingly.
- Payroll. Currently the pastor and secretary are paid weekly. Payroll sheets have been created and are located on the computer.
  - There are no taxes collected on the pastor (may change depending on request)
  - Record the pastor's pay and other expenses on the budget spreadsheet.
- Tidy up the church sanctuary.
  - Usually done on Monday and Wednesday mornings, and after special services.
    - Pick up bulletins, papers, and Kleenex left behind.
    - Sweep up bugs during heavy bug season.
- Maintain the weekly prayer requests report.
- Updated on Monday (after receiving any prayer requests from Sunday School)
- Updated again on Wednesday (after receiving the Wednesday night Bible Study prayer requests). Provide a hardcopy at the Pulpit, ready for Wednesday evening service for the Prayer Request leader. Provide copies of same in the foyer.

### Monthly:

- Payments are typically by check.
- Pay the nursery staff and Minister of Music.
  - Check with the pastor to confirm the Sundays they have worked.
  - A payroll form has been created for them.
- Pay Alto Frio Baptist, SBTC, and Frio River Baptist Association.
  - This is done after the last Sunday of each month. This ensures that any offerings for missions are included in the SBTC check written.
- Pay US Government payroll taxes (form 941). Must be done on or before the last day of each month, depending if the last day falls on a weekend or holiday.
- Debit/Credit Card. The Office Manager is responsible for the security of this card, and the person(s) using it.
  - **All purchases require a receipt** from the person using the card.
  - A "Debit/Credit Card Expense Form" must be filled out and put in the respective month's folder.
  - Maintain the "Debit/Credit Card Transaction" monthly spreadsheet.
  - Reconcile bank statement to the "Debit/Credit Card Transaction" spreadsheet.
  - There may be months the card is not used.
  - If there are charges (not bank charges) the sheet is attached to back of the treasurer's "Monthly Financial Report"
    - Reimburse member expenses submitted: 1) with appropriate pre-approval from committee chair; 2) DO NOT reimburse sales taxes (members should strive to submit tax-exempt forms to vendors/stores)
- The Sam's Club Card is in the name of the Church Office Manager. Monitor the account on-line to ensure expenditure accounting, points assignment (if included).
- Review monthly folder to make sure all bills and reimbursements have been posted correctly to the Power Church software for the treasurer's use.
  - This includes the "Monthly Receipts Document" spreadsheet, and the monthly "Debit/Credit Card" transaction sheet (if there are expenses).
- Prepare Agenda for the Monthly Business Meeting and have available to the congregation one week before the scheduled business meeting. These agenda copies will be placed in the foyer of the church. (there is a timeline for this).
- Attending monthly business meetings. This may require taking the minutes if the church clerk is unable to attend the meeting.
- File approved Business Meeting Minutes with respective Monthly Financial Report and other notes from respective business meeting.

- Complete background checks on any members who will be working with children, including but not limited to Sunday School teachers, VBS volunteers and summer camp chaperones.
- Keep tabs on the Frio River Baptist Association activities/calendar. Somerset Baptist Church is in the North Zone. Requires occasional communication with the FRBA Secretary.
- Prepare Agenda and attachments for monthly Deacon Meetings typically the first Monday of the month. Provide copies for each deacon on the day of the meeting to be retrieved by the Deacon Chair. Copies include: 2-month look-ahead church calendar, Frio River Baptist upcoming activities, seasonal events our church promotes, issues/memos from members to the deacons, etc.

#### **Quarterly:**

- Create a new quarterly "Summary of Weekly Records" for Sunday School Record Books.
- Prepare the "Employers Quarterly Federal Tax Return"

#### **Annually:**

- Coordinate and meet with all committees and other church staff toward the end of the current year, to prepare the upcoming new year church calendar of events.
- Support VBS staff.
- Prepare ACP Report.
- Prepare annual insurance audit report.
- Create new offering/tithe records for the givers at beginning of the new year
- Update any new or changes in payroll in the Power Church software.
- Get payroll records ready for W2s/1099 forms. Complete the W2s online using the Tax Bandits vendor. Print the 1099 forms for any vendors in which over \$600 was spent throughout the year. Distribute to members in January of the new year.

#### **As Needed:**

- Make copies of visitor cards for the pastor.
- Prepare visitor letters for the pastor to sign.
- Update and maintain church membership records updated with new members, transfers, and deaths.
- Update the church directory.
- Update birthday list. When updated, be sure to give the "Communication Committee" a copy.
- Prepare baptismal and baby dedication certificates. Update baptismal and baby dedication records.
- Maintain records received for memorials and send "Thank You" letters.
- Accompany the Treasurer to the Bank (if necessary) when changing names/roles on Signature Authority forms. Ensure motion letter is executed by church vote authorizing changes.
- The Church Office Manager (AKA "Church Secretary") is a standing member of the Outreach Committee per Article 4 of the Bylaws.
- Other duties as assigned.

#### **Special Note:**

- The Office Manager will prioritize the daily workload. Regularly, it has been noted that lay members will interrupt and try to insert their priorities upon the Office Manager, but the Office Manager has the prerogative/freedom to help or withhold assistance as seen fit, pending church work priorities. The Office Manager is not under **ANY** obligation to perform

personal errands/copying/work for **ANYONE** in the church. The Office Manager's priority should be exclusively church-related tasks.