



## Orchard Ridge United Church of Christ

1501 Gilbert Road, Madison, WI 53711 608-271-7212 www.orucc.org

### Job Description-Office Manager

Orchard Ridge United Church of Christ is an Open and Affirming church with progressive values which strives to be spiritually alive, joyfully inclusive and committed to justice. We are seeking a new office manager to work with our wonderful pastoral team, musicians and fantastic congregation. Orchard Ridge UCC is a healthy and growing church and we are excited to find the right candidate to complete our team.

Our new office manager will be the first point of contact for the church and the one who holds the administrative duties that keep the engine of our church running smoothly. Our ideal candidate is detail oriented, organized, self-motivated and helps us uphold our radical welcome and progressive values. Our office manager will help support the worship life and fellowship of the church by overseeing building use, keeping our books and accounts up to date, and working with our pastors and lay leaders to support weekly worship.

Our ideal candidate will be proficient in Word & Excel and have willingness to learn programs such as WordPress, PowerChurch and Constant Contact. A bonus will be effective communication experience with website updating and social media.

Reports to: Senior Pastor and HR team

Effective:3/02/2026

Directly supervises: Custodian

Status: Part time, 25-30 hours a week, \$23 an hour

### Job Summary

#### Essential Functions

##### Administration

- Prepare resources for Sunday services such as bulletin formatting and bulletin printing.

- Answer phone and handle inquiries and requests appropriately.
- Receive and distribute mail.
- Answer and/or forward email as appropriate.
- Maintain church databases including membership directory.
- Assist pastors, leadership team, ministries and mission teams with posting minutes, announcements, and ad devents as needed for print and digital distribution (webpage, Facebook, email).
- Purchase office supplies and order coffee as needed.

#### Communications

- Be the first face of radical welcome for people reaching out to the church by email, phone or coming into the office.
- Create and distribute weekly e-newsletter/announcements with input from pastors and congregation using Constant Contact.
- Update website and Facebook page as needed.
- Compile, print/publish Annual Report yearly.
- Maintain confidentiality of pastors' and members' private information.
- Contribute to a collegial team atmosphere in the office.
- Support our mission statement "We strive to be spiritually alive, joyfully inclusive and committed to justice."

#### Bookkeeping

- Occasionally prepare and make deposits as needed (usually done by financial secretaries)
- Enter data into our system.
- Track the annual budget with the Treasure and our contracted accountant
- Process payroll, employee benefits and organizational insurance with Treasurer
- Process daily accounts receivable and payable
- Track payments and donations related to ministry expenses, service trip, retreat and other events.
- Create donation sites as needed on our online giving platform, Vanco.
- Filing of paperwork

#### Building and Grounds

- Coordinate requests for building use or rental and maintain online calendar of events in church building.
- Distribute church keys to renters or members when appropriate.
- Maintain a list of vendors used for inspection/maintenance activities.

- Communicate with the chair of our building use and grounds team called Resources Ministry about needed maintenance and repairs.
- Provide direction for custodian regarding setup for events
- Notify appropriate vendor(s) for office equipment maintenance and repair
- The Madison Mennonite Church also uses our building on Sunday evenings and their pastor maintains an office in our building, but this position is not responsible to them. Their events are posted on our calendar to avoid conflicts.

## **Desired Qualifications**

### Education

- Required: High school degree or equivalent
- Associate or Bachelor's degree is a plus

### Work Environment

- Present in the office Monday-Friday 9am to 12:30. Other hours are flexible to work in the office.
- Comfortable working with church staff, congregation members and any others who reach out to the church.
- Pay is based on experience.

### Core Competencies

- Self-motivated.
- Team player with our pastors and staff, yet thrives with minimal supervision.
- Detail-oriented.
- Ability to solve issues that come up and manage daily tasks in a courteous, calm, confidential and professional manner using excellent interpersonal skills.
- Excellent organizational skills and ability to respond to situations and needs that arise as they occur, with occasional multi-tasking.
- Trustworthy and able to keep sensitive information confidential.
- Proficiency in Microsoft Office programs, including Word, Excel and PowerPoint.
- A good attitude and willingness to learn church software including PowerChurch, Constant Contact, Vanco and others, as well as a commitment to continuous learning of skills and techniques related to job duties.
- Accomplished skills in electronic calendaring, email and voicemail systems.
- Bonus will be experience or willingness to learn website updating through WordPress, and social media through FaceBook and Instagram.