COVENANT LUTHERAN CHURCH
POSITION DESCRIPTION

Position Title: Office Manager
Reports To: Senior Pastor
Date Last Updated: 11/10/25
Rate of Pay: $17-20/hour based on experience
Part-time: approximately 20 hours

General Job Description: Under the general supervision of the Senior Pastor and under the policy guidance of the Council President and Executive Committee provides general administrative support in the business operation of Covenant in coordination with staff, ministry/team leads and members. As the Office Manager, this position coordinates production of worship materials, greets visitors and responds to requests, manages email,, performs administrative tasks, and building use coordination.

QUALIFICATIONS
● High School graduate or equivalent
● Good verbal and written communication skills
● Working knowledge of Microsoft Office products
● Ability to multi-task

Essential Functions
Office:
● Prepare weekly worship materials and funeral service materials as needed
● Answer, screen and relay messages for incoming calls.
● Greet and assist visitors and parishioners.
● Perform various administrative and secretarial duties including email correspondence, congregational meeting reports, weekly email to members, etc.
● Open and prioritize mail and email and distribute to the appropriate party.
● Organize and maintain both general and confidential administrative files and archiving of appropriate documents
● Participates in staff meetings, planning and brainstorming sessions.
● Troubleshoot/problem-solve to find solutions for equipment failure or resource needs using User Manuals and vendor telephone contacts.
● Ensure adequate office supplies and reorder as requested or required.
● In coordination with other staff, ministry leads and council prepare contracts as assigned and secures appropriate signatures; ensures contracts are renewed in an appropriate timeframe.
● Serve as a liaison between staff and vendors utilizing work to request equipment, building and office equipment maintenance.

● Call hospitals to find out if any of our members have been admitted.

Property:
● Coordinate with the Custodial Staff in building setup, maintenance and other property needs.
● Coordinate building usage requests and confirm the date, time and place with requestor. Set up and maintain building usage calendar.
● Schedule doors and heat/A/C for building use
● Organize and maintain efficient copy room and reception work areas.

Finance:
● Prepare invoices for cash expenditures (mileage, materials, supplies, etc.)

Worship & Music:
● Schedule assisting ministers, lectors, communion assistants, ushers, order flowers, etc.

Other Duties as assigned
● Coordinates mass mailings, assist with membership data upkeep, name tags, certificates
● Special projects
● Other duties assigned

Core Competencies:
Alignment with Church Mission and Goals
Attention to Detail
Ethics and Values
Self-Differentiation
Time Management and Organizational skills
Team Orientation
Communication
Professionalism
Willingness to learn

Send resume and cover letter to: hr@covluth.org