

**WHITE BLUFF CHAPEL  
ORGANIZATION AND PROCEDURES MANUAL**

4.2.3

**OFFICE ADMINISTRATOR**

1/17/2011

**Office Administrator:**

The Office Administrator shall be responsible for managing the Chapel Office and for providing administrative support to the Pastor, Trustees, Committee Chairs and others as requested.

The Office Administrator reports administratively to the Pastor and with ultimate responsibility to the Staff Relations Committee.

**Qualifications of Office Administrator:**

- Good communication skills
- Ability to keep accurate and up-to-date records
- Computer literate (minimum requirements: word processing, Quick Books, and Excel)
- Effective oral and written communication skills
- Self motivated
- Ability to maintain confidentiality of information received

**Responsibilities shall include but not be limited to:**

- Being knowledgeable of By-Laws, Building Use Policy, and the Organization and Procedures Manual.
- Maintaining membership, worship, attendance, and other records
- Creating bulletins for all Chapel services
- Checking and disposition of Chapel mail, email, and voice mail daily
- Ordering supplies, worship materials, and maintenance of office equipment
- Supplying pews with pencils and prayer request cards and offering envelopes
- Maintaining Chapel master calendar
- Handling requests for building usage and referring wedding requests to the Wedding Coordinator
- Maintaining a file for items borrowed from the Chapel and coordinating with appropriate committee chairperson
- Maintaining baptismal, wedding, and funeral book for the Chapel
- Maintaining the Memorial and Honorary Gift Book and send cards acknowledging gift received
- Coordinate Chapel newsletter weekly in cooperation with the Public Relations Committee
- Distributing weekly prayer letter and sending prayer and praise requests daily
- Keeping appropriate materials on the sign-up table in the Fellowship Hall

**Financial Responsibilities:**

- Maintaining Contribution Records
- Processing invoices and preparing checks
- Posting and maintaining Quick Books