

Office Manager / Communications Director

Worthington United Methodist Church

600 High St.

Worthington, Ohio, 43085

Position Summary

Worthington United Methodist Church (WUMC) is seeking a welcoming, organized, and creative professional to serve as **Office Manager / Communications Director**. This position serves as the first point of contact for church members, visitors, and community partners while providing administrative and communication support to ministry staff and church leadership.

The Office Manager / Communications Director is responsible for coordinating facility scheduling, managing church communications, maintaining administrative records, and supporting the daily operations of the church. This individual will work collaboratively with ministry staff, lay leaders, volunteers, and congregation members to advance the mission and ministries of WUMC.

This position reports directly to the **Lead Pastor** and is expected to support the church's vision, values, and ministries with professionalism, enthusiasm, and confidentiality.

Work Schedule & Compensation

- **Part-Time Position**
 - **Schedule:** Monday–Thursday, 9:00 a.m.–4:30 p.m.
 - **Compensation:** \$20.00–\$22.00 per hour, based on qualifications and experience
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Required Knowledge, Skills, and Abilities

- Ability to work independently and manage multiple priorities with minimal supervision.
- Strong organizational, administrative, and time-management skills.
- Excellent interpersonal, hospitality, and customer service skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Experience with Canva or similar graphic design software.
- Ability to learn and utilize new software and technology platforms.
- Demonstrated attention to detail and accuracy.
- Ability to maintain confidentiality regarding church, staff, and member information.
- Creative mindset with a collaborative, service-oriented approach
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Education and Experience

- High school diploma or equivalent required.
 - Minimum of five (5) years of progressively responsible office administration experience.
 - Previous church experience preferred.
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Essential Duties and Responsibilities

1. Scheduling & Facilities Coordination

- Coordinate and schedule all church programs, meetings, ministry activities, and approved outside events.
- Maintain the official church calendar and ensure all scheduling information is accurate and current.
- Coordinate facility use, room reservations, and event setup requirements with custodial staff and Trustees.
- Work with internal ministry teams and external groups to ensure proper space allocation and event preparation.
- Prepare four-week planning calendars for weekly staff meetings.
- Update and maintain the annual master calendar for church planning and leadership meetings.

2. Communications

- Produce weekly Sunday worship materials, including bulletins, announcement sheets, and inserts.
- Prepare monthly Taizé service bulletins.
- Create weekly worship presentation slides.
- Design, edit, and distribute the church's monthly newsletter, *The Messenger*, including supervising volunteers and coordinating mailing preparation.
- Create and distribute weekly e-blast communications.
- Prepare seasonal congregational mailings, including Christmas, Easter, stewardship, and other church-wide communications.
- Design promotional materials such as brochures, flyers, posters, signs, and event graphics.
- Maintain and update the church website, Facebook page, and other social media platforms.
- Coordinate with church staff and ministry leaders to ensure the accuracy and timeliness of all published information.
- Design and produce funeral and wedding bulletins as needed.

3. Administrative Support

- Welcome and assist visitors, directing them to the appropriate staff member, ministry, or location.
 - Manage the church's main telephone system and respond professionally to incoming calls.
 - Respond to emails, voicemails, and information requests from members, visitors, and the community.
 - Update daily facility signage for meetings, programs, and events.
 - Communicate upcoming meetings and events to ministry leaders and church groups.
 - Maintain baptism, membership, and other church records, including certificates.
 - Provide clerical support to pastors and staff, including correspondence, document preparation, and spreadsheet management.
 - Maintain and update member and visitor information in the Church Windows database system.
 - Manage office supply inventory and place orders when needed.
 - Assist staff with special projects as needed.
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Working Relationships

The Office Manager / Communications Director works closely with:

- Lead Pastor
- Ministry Staff
- Lay Leadership
- Volunteers
- Church Members and Visitors

This position plays a vital role in supporting the mission, ministries, and daily operations of Worthington United Methodist Church through exceptional hospitality, communication, and administrative leadership.

To Apply: Please submit a resume to Worthington United Methodist Church at jennifer@worthingtonumc.com.