

Calvary Presbyterian Church
Office Manager Job Description

Reports to: Pastor
Status: Part Time: (16 Hours a week)
FLSA: Non-Exempt

JOB SUMMARY:

The Office Manager is responsible for the efficient operation of the church office, including the coordination of all clerical activities, and assisting the building and ground elder and pastor with facility operations. The Office Manager must maintain a professional relationship with the pastor, church leadership ("Session"), music director, congregation, and community. The Office Manager must keep strictly confidential information acquired through this position, which may be personal in nature to church members and/or staff. The Office Manager is the welcoming face of Calvary Presbyterian and is expected to maintain regular, part-time office hours Tuesday through Friday.

Essential Functions:

1. Serve as a primary point of communication for the church
 - a) Greet and assist visitors to office.
 - b) Answer telephone and forward messages to appropriate parties.
 - c) Check and respond to church email on a daily basis. Email notices for church meetings and events, as directed.
 - d) Regularly collect and distribute mail and go to the post office as needed.
 - e) Design, edit, and distribute monthly newsletter.
 - f) Maintain communications with Presbytery of Detroit, as directed.
 - g) Monitor and ensure that the website is updated and operational.
 - h) Coordinate cleaning, repair services, piano tuning, and inspections (floor, heating, water, plumbing, fire safety).
2. Use Quickbooks to handle banking and finances for the church
 - a) Complete income counting and reporting, including online giving.
 - b) Complete church banking, online and in person, and print checks.
 - c) Organize payment requests and complete year-end giving statements.
 - d) Complete quarterly and yearly state and federal reporting, along with sending in required payments (including: 941, W2, W3, 1099, and 1096 forms).
3. Assist with general record keeping
 - a) Maintain and update church database and report worship attendance information (recorded by ushers) to Clerk of Session.
 - b) Assist in preparation of reports as requested by pastor or Clerk of Session.
 - c) Generate monthly financial reports for Session.
 - d) Maintain church calendar and coordinate requests for use of church facility.
 - e) Update and print church membership directories.
4. Help to prepare for worship
 - a) Type, print, and fold weekly bulletins, prayer list, and other bulletin inserts.
 - b) Design/prepare weekly PowerPoints for worship.
5. Maintain the office
 - a) Order (or ensure ordering of) all office supplies, cleaning supplies, and various materials requested as needed.
 - b) Ensure office equipment is in working order, copier is appropriately supplied with paper and toner, and oversee maintenance.
6. Complete other duties as assigned by the Pastor.

Other Responsibilities:

- Phone or in person meeting with the Pastor at least weekly to review priorities.
- Serve as a staff liaison to the Building and Grounds Committee team, attending meetings when requested.
- Shepherd ongoing communication efforts including outdoor signage, special mailings, postcards, etc.

Minimum Qualifications:

- Minimum of High School diploma, or GED.
- Supportive of the vision statement and core values of Calvary Presbyterian Church, Ann Arbor.
- Familiarity with working in a faith-based organization.
- Proficiency with Microsoft Word, PowerPoint, QuickBooks, and Publisher. Familiarity with Microsoft Excel is helpful though not required.
- Strong communication skills.

Core Competencies:

Interpersonal Skills: Demonstrates the ability to work well with others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Interacts in a spirit of love. Engages people positively, with a demeanor of optimism and professionalism.

Management Skills: Demonstrates commitment and flexibility in given situations. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Marshals resources (people, funding, material, support) to get things done.

Team Orientation: Demonstrates interest, skill, and success in team environments; promotes church goals ahead of personal agendas; steps up to offer self as a resource to pastor, other church leaders, and members/friends; accepts support from others; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for his or her part in team failures.

Commitment to Excellence: Takes pride in work and strives for excellence to achieve the best possible results. Looks for opportunities to improve work practices, generates ideas for improvement, pays attention to the quality of work, and persists when difficulties arise. Tries innovative ways to get things done, considers situations from new perspectives, and evaluates work results for effectiveness.

Compensation: The starting pay for this position is \$12.00 to \$14.00 an hour depending upon experience (16 hours per week). The position offers two weeks of paid vacation the first year (based on 16 hours per week), and four weeks of paid vacation after completion of the first year.

Other Employment Details:

- A background check will be conducted on all new employees.
- Employment is non-exempt, meaning the employee will be paid for each hour worked.
- Other than workers compensation and vacation pay, this position does not offer additional employee benefits.
- Employer or employee may choose to end employment, with two weeks written notice. Management may also terminate employment without notice for cause.
- Internal candidates (i.e., church members) will not be considered for employment so that the pastor can remain solely in a pastoral role with members, and not in an employer/boss role.