



Office Manager
Shandon Presbyterian Church

TERMS OF SERVICE: Full-time, exempt position

POSITION: To oversee and coordinate assigned administrative duties associated with the ministry and mission of Shandon Presbyterian Church.

ACCOUNTABILITY: Reports directly to the Church Administrator and is accountable to the Senior Pastor/Head of Staff and the Session of Shandon Presbyterian Church through the Personnel Ministry.

QUALIFICATIONS: Excellent phone and interpersonal skills; attention to detail; ability to multi-task; mastery of MS Office Suite and Google Drive; familiarity with Constant Contact, Canva, and Adobe InDesign a bonus.

RESPONSIBILITIES:

1. Office Management

- A. Receives visitors and serve as liaison between visitors and staff.
- B. Manages the workflow of the front office.
- C. Maintains the master calendar by scheduling facility usage and acts as a liaison to those utilizing the facility.
- D. Oversees incoming and outgoing mail, bulk mailings, etc.
- E. Attends weekly staff meetings.
- F. Solicits, coordinates, and manages the work of Reception Desk volunteers for weekday mornings.
- G. Updates the church's voice mail message(s) as needed.
- H. Maintains the availability of church letterhead, envelopes, brochures, and other publications as necessary.
- I. Assists with other duties as requested or assigned.
- J. Maintains positive relationships with other church staff, members, and visitors.

2. Program Support

- A. Provides administrative support to the pastors and program staff.
- B. Assists the Senior Pastor with routine correspondence.
- C. Provides support to Clerk of Session, preparing documents for Session meetings.
- D. Coordinates program ministry correspondence as requested.
- E. Facilitates the maintenance of office equipment and supplies.
- F. Notifies pastors and other designated persons of pastoral concerns (births, deaths, illnesses, and special needs, etc.).

- G. Prepares materials related to baptisms, deaths, births, and weddings as requested.
- H. Provides support for Presbyterian Women's historical report, directory, and other items as needed.

3. Record Keeping

- A. Facilitates the accuracy and maintenance of the Realm database.
- B. Maintains membership, visitor, and attendance records, including mailing lists and statistical data pertinent to monthly and/or annual reports affiliated with the denomination.
- C. Maintains Session and congregational meeting minutes, correspondence, and membership books of Shandon Presbyterian Church for posterity and annual inspection by Trinity Presbytery.
- D. Maintains correspondence and files for Session, church business, and ministries, as requested.

EVALUATION: An annual performance review will be conducted by the Church Administrator. Additionally, there will be an annual meeting with the Personnel Ministry.

Updated December 2023