

.JOB DESCRIPTION: Church Office Manager

About the Church:

Community Presbyterian Church of Ringwood is a vibrant and growing worshipping community who believes in God's call to live in peace and love with all. We are part of the PCUSA. <https://pcusa.org/>

About the Role:

The Church Office Manager is responsible for coordinating and executing all office and administrative tasks that ensure the church office operates efficiently. This individual does not need to be a practicing member of our Church congregation, but must be willing to learn about the operations of our Presbyterian Church. The Office Manager coordinates with the Pastor, church session, Skylands Learning Center, outside community groups and the broader church community to support the effective operations of our community and facility.

Schedule: Full Time 40 Hour a week role with In-person Office Hours Monday—Friday, 8:30 AM—4:30 PM, occasional evening meetings

Minimum skill qualifications you must have:

- Ability to present an outgoing, friendly and cooperative attitude, maintaining a sense of humor when working with diverse groups and individuals.
- Strong verbal and written communication skills.
- Excellent judgement and prioritization abilities when managing competing asks, in order to meet deadlines.
- Ability to maintain strict confidentiality regarding members and staff.
- Ability to understand how a multi-use facility operates.

- Comfortable using common computer applications including Microsoft Office, Google Suite, Constant Contact, Social Media Platforms, Banking tools, Payroll Software etc.

Duties:

OFFICE MANAGEMENT

- Answer phones and emails, greet walk in people, take and relay messages.
- Prepare and print all weekly bulletins, baptism forms, new member information, confirmation certificates, etc.
- Manage stock of seasonal materials as needed (books, gifts, palms, ashes, etc.).
- Maintain and create church documentation and files for events, processes, and policies.
- Communicate internally and externally the activities of the congregation including creating and updating bulletin boards, updating church website and social media pages.

PASTOR & CONGREGATIONAL SUPPORT

- Act as the voice/face of Community Presbyterian Church when people call into or show up to the church during office hours.
- Function as Administrative Assistant to the Pastor, helping as needed with correspondence, phone calls, record keeping, etc.
- Maintain current record of Church membership, attendance, and constituent list via Realm; Keep an accurate record of births, baptisms, marriages, and deaths in the congregation.
- Generate annual reports for distribution to the congregation and submission to presbytery.

BUILDING OVERSIGHT

- Oversee facility use scheduling, calendar, and space setup.

- Maintain a maintenance log for the building.
- Maintain access control system schedule and access card distribution.
- Coordinate with the Building Supervisor to ensure scheduled maintenance and urgent issues are addressed.
- Manage ordering of Building Supplies.

BOOKKEEPING/PAYROLL

- Process payroll for all church and Skylands Learning Center staff.
- Record keeping of enrollment for the Skylands Learning Center.
- Tuition Payment record keeping and collections.
- Coordinate the signing of checks and other bill pay tasks.
- Establish employee files for new hires including: signed job description, W-4, and other documentation as needed.

Other duties as assigned by the Pastor or the Church Session.

Compensation:

Salary to be discussed.

Two weeks paid vacation.

Holiday and sick pay as per employee handbook.

Please submit applications to Christine Burger - ringwoodcpc@gmail.com