

GAITHERSBURG PRESBYTERIAN CHURCH

Office Manager

Position Description – Revised October 2024

The Office Manager oversees and manages the church office. The Office Manager sets the example for how the church staff interacts with the congregation and the general public with a warm and welcoming Christian environment. The purpose of the position is to create an environment where disciples can be made, equipped, and sent in accordance with the GPC vision and mission.

Relationships and Accountability

The Office Manager is employed by Session (GPC's governing board) and reports to the Head of Staff. Other relationships include staff, congregation, and members of the community.

Work Schedule

- Weekdays: Monday through Thursday from 10:00 a.m. to 3:00 p.m.
- The workdays and work hours may be adjusted from time to time to meet the needs of the church.

Work Location

The Office Manager works in the church office.

Responsibilities

Hospitality

- Answer phone, check voicemail, and either reply or forward to appropriate staff member.
- Answer the door, see that vendors/contractors log in, welcome members and guests.
- Receive packages and ensure they are delivered appropriately.
- Mail a welcome letter to Sunday visitors.

Administration

- Retrieve and sort incoming mail; take outgoing mail to Post Office.
- Check GPC email voicemail and answer or forward to appropriate staff member.
- Become familiar with church database (Servant Keeper); keep accurate records and work with church staff and volunteers to ensure that SK meets the needs of the church.
- Maintain church calendar.
- Attend twice monthly staff meetings.

Coordination

- Serve as IT Help Desk for staff. If necessary, contact IT provider for maintenance.
- Serve as Point of Contact (POC) for copier/printer – serve as initial troubleshooter, call for service technicians when needed, order copier supplies.
- Serve as POC for Post Office – receive notifications from USPS when postage rates change, or when additional funds are needed for church account.
- Serve as POC for remote staff.

Required Qualifications and Skills

- Love for Jesus Christ and/or willingness to support the mission and values of Gaithersburg Presbyterian Church
- Ability to plan, organize, and coordinate information and tasks.
- Positive interpersonal skills: patience, cheerfulness, ability to actively listen, professional demeanor.
- Proficiency with Microsoft Office Suite; ability to learn church database software.
- Knowledge of operating office equipment, copier equipment, including routine maintenance.
- Ability to maintain appropriate confidentiality.
- Successfully complete “Safe Church” training and pass a background check

Evaluation

The Office Manager will receive an annual written performance evaluation.

Job Classification

Regular part-time (20 hours/week)

Salaried

Exempt