

**inCalvary Presbyterian Church**  
**Office Manager: Brief 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.

**12. Essential Functions:**

- 1. Serve as a primary point of communication for the church**
- 2. Use QuickBooks to handle banking and finances for the church**
- 3. Assist with general record keeping**
- 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.**

**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.

**Compensation:** The starting pay for this position is \$12.50 to \$14.50 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. The job is four days a week, with the option of one of these days being worked remotely (from home).

**Other Employment Details:**

- A background check will be conducted on all new employees.

**Application Information:** Please email résumé and cover letter to [calvarya2@gmail.com](mailto:calvarya2@gmail.com) noting “office manager” in the subject line. Or you may mail these to:

Calvary Presbyterian Church  
 Attn: Personnel  
 2727 Fernwood Ave.  
 Ann Arbor, MI 48104.