

**Office Manager Job Description**  
**St. Stephen Lutheran Church**  
**New Kingstown, PA**

**TITLE:** Office Manager, St. Stephen Lutheran Church

**POSITION TYPE:** Part-time (15-18 hours per week)

**General Job Description and Level of Responsibility**

The Office Manager will support St. Stephen in carrying out its mission of feeding those who hunger in body mind and spirit. The ideal candidate will provide administrative, technical, clerical and accounting support to the Pastor, Director of Youth and Family Ministries, the St. Stephen Council and all other lay leaders. This candidate will be the eyes and ears of St. Stephen during the work week and shall create an inviting environment for all that might come through the front door. Because of the nature of the role, this person must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. Primary responsibilities include word and data processing, maintenance of the church's membership and financial records, and serving as the initial support element to those who may be looking for assistance. You can contact the church office (717.766.2168 or [office@StStephenLC.org](mailto:office@StStephenLC.org)) with questions. Please submit your resume electronically to the church office or via mail at P.O. Box 266, New Kingstown, PA 17072. opportunity.

**The Office Manager will:**

- Maintain a high degree of confidentiality
- Greet members and guests who visit or contact the church during office hours
- Support the Pastor and lay leadership as required
- Possess a working knowledge (or willing to be trained) in the following computer applications:
  - Microsoft Word, Excel and Publisher
  - Church Data Management (CDM) (Church register and finance program)
  - Facebook
  - Zoom
  - Google
  - ZOHO (remote access software)
  - St. Stephen webpage (for updates)
- Prepare and distribute (electronically and hard copy) weekly announcements  
worship bulletins
  - Mail to shut-ins
  - Post to webpage
- Maintain worship assistant Point of Contact listing.
- Maintain the church calendar
- Maintain the Council approved list of facility usage by outside organizations.
- Record church attendance and maintain the membership rolls in CDM
- Maintain the Pastoral and Social Ministry assistance records (in CDM)

- Maintain the church contribution records (in CDM)
- Maintain the church bookkeeping records (in CDM)
- Maintain the church payroll system and records (in CDM)
- Maintain the office administration budget
- Maintain the church credit card program. Purchase, on credit, supplies and services as requested by the various Committee-heads
- Be the first point of contact for those seeking food, financial or other assistance. Work with the Social Ministry Team and Pastor to determine how best to serve those in need.
- Manage the ELCA Hunger Grant Program
- Purchase necessary office supplies and other supplies as requested by the staff or committee heads.
- Maintain a Council approved list of facility use by outside organizations.
- Serve as Recording Secretary for Congregational Council and Annual Congregational meetings
- Schedule annual and ad hoc building maintenance and inspections
- Maintain the record and distribution of church keys. Perform an annual key audit.
- Maintain and organize church files in filing cabinets, adding and removing documents in accordance with ELCA guidance, “A Brief Guide for Archives of Congregations,” and local procedures.
- Prepare the annual Synod Statistical Reports for Council President and Pastor signature

**QUALIFICATIONS:**

- Knowledge of computer and ability to learn various software programs
- Typing, bookkeeping, and organizational skills
- Effective communication and interpersonal skills
- High level of confidentiality
- The satisfactory completion of a St. Stephen initiated national background and references check will be required in compliance of the Child Protection Policy.
- Ability to comfortably work alone, without supervision