

Office Manager

Whidbey Presbyterian Church

Updated 1-2-2026

Purpose

- Provide administrative, secretarial, and clerical services to the Pastor and to the church staff, Session, teams, committees, and other church organizations.
- Develop and improve administrative procedures.
- Represent Whidbey Presbyterian Church (WPC) to the public.

Reports to: Pastor as Head of Staff

Accountable to: Session through the Pastor

Qualifications

- Work independently; prioritize and manage the office work efficiently.
- Project an open, caring attitude in all contacts, face to face, on the phone and in email.
- Ability to establish and maintain cooperative and effective working relationships.
- Maintain strict confidentiality in all circumstances.
- Exhibit some knowledge about and be willing to learn basic Presbyterian structures.
- Create professional-looking documents from basic data.

Skills and Core Competencies

- Computer knowledge:
 - Microsoft Office (including Publisher to create bulletin, newsletter, form, etc.)
 - Management software (currently using Planning Center)
 - Presentation software (currently using MediaShout)
 - Basic web familiarity and proficiency
- Proficient with office equipment.
- Possess keyboard and typing skills.
- Trustworthy and knowledgeable in handling money.
- Possess good oral and written skills.

Job Responsibilities

- Provide administrative services church-wide
 - Writing, editing, and proofreading submitted drafts.
 - Create weekly worship bulletins.
 - Production of announcements for weekly bulletin, weekly email, website, and slides.
 - Prepare multimedia presentation for worship service using presentation software
 - Manage master church calendar and room usage; communicate with custodian and facility users. Decisions related to facility usage are based upon priorities and criteria approved by Session and the Pastor.

- Create monthly newsletters and weekly emails from submitted articles.
 - Create or help with documents as needed for staff and ministry leaders.
 - Design and maintain church website
 - Create/send weekly Update via email
 - May work with Treasurer, and others as directed, to post contributions each week to produce annual giving statements for congregation.
- Recruit, train, and supervise office volunteers.
- General administrative responsibilities
 - Maintain church records
 - Mailing list
 - Pledge records
 - Visitor records
 - Assist Clerk of Session with member status records using church database software
 - Provide additional administrative help when needed, such as bulletins for special worship services, funerals, and weddings.
 - Make slides for Sunday worship services including song lyric slides.
 - Order and account for office supplies.
 - Oversee maintenance of office equipment; recommend upgrades of equipment when needed.
 - Develop and manage budget for office.
 - Manage key disbursement with Buildings and Ground chairperson.
 - Financial: Record congregation's offering and loose cash

Terms of Employment

- The position is a 4 day/20 hour per week position (Monday – Thursday, 9 am to 2 pm), regular, hourly, non-exempt, and year-round. PTO benefits.
- Must pass a background check before employment.
- Performance evaluations will be conducted annually by the Pastor. An additional six-month review will be conducted in the first year of employment.