

First Presbyterian Church of Corning  
Position Description  
Office Manager

**Purpose:**

The office manager provides essential clerical and organizational support to the pastor and the congregation in order to enable effective and caring ministry of First Presbyterian Church.

**Accountability:**

The office manager reports to the pastor and is accountable to the Personnel Committee.

**Essential Duties and Responsibilities:**

This list is not meant to be comprehensive. Other duties may be assigned.

- Provide clerical and organizational support to the pastor with strong adherence to confidentiality, timelines, and accuracy
- Perform the church bookkeeping and procedures including payrolls, accounts payable, deposit records, investments, pledge records, special gifts, stock conversions, tax listings, systems and procedures, financial statements, and statistics.
- Perform general office work
- Maintain permanent church records in coordination with the Clerk of Session
- Perform secretarial work for church committees and organizations as directed by the pastor and serve as a resource for committee chairs as needed
- Be responsible for the ordering of supplies and equipment
- Set deadlines for receipt of information and prepare documents for mailing, including church bulletins, announcements, letters to congregation, and newsletters
- Act as required during pastor's absence in making decisions or taking any necessary action not requiring pastor's approval
- Exercise tact, courtesy, and diplomacy in receiving callers, in person or on the telephone
- Maintain confidentiality
- Be professional and work with integrity
- Be willing to represent the values of this congregation of the Presbyterian Church (U.S.A.) and be knowledgeable of the policies and procedures of this congregation and follow them
- Perform other duties as assigned by the pastor or Personnel Committee.

**Evaluation:**

Performance reviews will be conducted annually by the pastor and the session Personnel Committee. The session Personnel Committee will annually review the adequacy of compensation.

The employee covenants to perform these duties to the best of their ability and the church covenants to compensate the employee the following for their work.

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Signed: \_\_\_\_\_, Employee \_\_\_\_\_, Date \_\_\_\_\_  
\_\_\_\_\_, Chair of Personnel Comm. \_\_\_\_\_, Date \_\_\_\_\_