

First Presbyterian Church of Woodstock
Position Description
FPC-Woodstock Office Administrator

Updated September 16, 2025

Employment Category:	Part-Time (Approx 25 - 30 hours/week)	Pay Classification: Exempt
Position Classification:	Non-called; Reports To:	Pastor
Takes Direction From:	Pastor and Treasurer/Finance Team	

Position Purpose:

Support the congregation and ministry members of First Presbyterian Church of Woodstock by:

1. Developing, maintaining, and enhancing communication processes between and among FPC-Woodstock, its staff, members, and groups.
2. Maintaining the FPC-Woodstock website, electronic communications, social media, paper communications, and interpretive materials.
3. Providing administrative and project support to the Pastor, and FPC-Woodstock entities.
4. Working with the Treasurer/Finance Team and participating in the FPC-Woodstock accounting process.
5. Being accessible, welcoming, and knowledgeable about programs, facilities, and all service aspects of First Presbyterian Church of Woodstock.

Position Responsibilities:

1. Work collaboratively with other staff members to maximize resources and services and support a positive work environment.
2. Facilitate FPC-Woodstock communication with its pastor, congregation members, lay leaders, and groups.
 - Serve as the primary point of contact via email or phone for general inquiries.
 - Act as webmaster and maintain content for the FPC-Woodstock website.
 - Administer FPC-Woodstock social media sites. Note, this might be eliminated or be a backup
 - Publish and develop content for regular email newsletters and other weekly updates.
 - Coordinate development of and maintain relevant email groups for FPC-Woodstock.
 - Coordinate and schedule in person and online meetings through platforms such as Google Meet.
3. Provide administrative and project support to the Pastor, and FPC-Woodstock entities.
 - Provide administrative/support services to the Pastor and to entities of the FPC-Woodstock as directed by the Pastor.
 - Participate in scheduling and facilitating FPC-Woodstock session meetings, committee, and other group meetings as requested by session.
 - Coordinate annual year-end and periodic mailings to the congregation; and statistical reports to the Presbytery as an assist to the clerk of session in gathering information from the church database.
 - Maintain a multi-purpose database of congregation members, friends, and visitors that can be accessed by all staff and used for mailing labels, mass emails, directory production, etc.
 - Provide project development assistance to the Pastor and other staff as requested/directed.

4. Support the Treasurer and Finance Team by leading the FPC-Woodstock accounting function.
 - Register and deposit all monies received in correct accounts following defined policies and procedures, as scheduled/requested.
 - Review and prepare payable checks created for the Treasurer's, or other signers, signature.
 - Serve as backup to the Treasurer to review and approve bank accounts reconciliations.
 - Administer our QuickBooks payroll functions under direction of the Treasurer.
 - Prepare and provide analysis of monthly financial reports for the Treasurer and Finance Team
 - Use the PowerChurch program to administer the functions related to financial reporting
5. Manage Office Administration
 - Pick up, distribute, and take outgoing mail to the post office as needed.
 - Manage central filing systems for FPC-Woodstock.
 - Order basic supplies including printed materials.
 - Manage vendor relationships for office equipment such as computers and printers and other A/V inventoried devices, as well as vendors for buildings and grounds. Maintain inventory status in church database.
6. Other
 - Serve as secretarial support to the FPC-Woodstock Session committees.
 - Participate in other aspects of First Presbyterian Church of Woodstock work as requested by the Pastor.

Position Qualifications:

- Minimum 1-2 years' experience successfully working with people and projects.
- Pleasant, respectful, and welcoming service-minded personality
- Excellent written and oral communication skills.
- Demonstrated computer skills, including word processing, spreadsheets, QuickBooks (online), Constant Contact, publishing and presentation applications, using the internet, website content management, e-mail, and social media.
- Competent with bookkeeping procedures (deposits, record keeping, billing statements). Prefer an accounting degree or certification.
- Demonstrated skills with selection and use of equipment such as DVD players, projectors, copiers, etc.
- Ability to work independently, while seeking and accepting input from individuals, committees, and staff.
- Ability to take on loosely defined projects and concept ideas and develop work plans, timelines, and needed resources.
- Ability to initiate and maintain personal contacts with clergy and laypersons with diverse backgrounds, needs, and interests.
- Ability to build and maintain teams and collaborative relationships.
- Ability to drive and to lift up to 25 pounds.
- Flexibility and openness in approach to accomplishing work.
- Commitment to life-long learning.
- Strong commitment to the vision of First Presbyterian Church of Woodstock and the work of religious organizations and non-profits in general.

Position Benefits:

- Benefits for this position are described in the First Presbyterian Church of Woodstock Personnel Manual

Please send resume and cover letter to pastor@fpcwoodstock.org