



Mt Hebron Presbyterian Church
2330 Mt Hebron Drive
Ellicott City, MD 21042

Church Office Manager Job Description

Job Title: Church Office Manager

Direct supervision: Pastor

Hours: Part-time, 24 hours per week, \$20.50/hr, non-exempt position

Benefits: PTO - 2 weeks, holidays

Are you engaging, high performing, enjoy working with others and promoting community outreach? Mount Hebron Presbyterian Church (MHPC) in Ellicott City, MD is seeking a part-time Church Office Manager to provide the vital support needed for our mission and ministry.

As the working “hub” of the church, the Church Office Manager (COM) position includes these essential skills:

- **Strong written and computer skills as well as excellent verbal communication skills**
- **Self-starter and detail oriented, with a natural ability to multitask**
- **Comfortable working with church members, staff and the wider community**

Who We Are

We are a small, diverse, and caring Presbyterian PCUSA congregation nestled in a peaceful neighborhood between Baltimore and Washington, DC. Our nine (9) acre facility includes the Church building, Historic Hebron House, and an Outdoor Chapel (Amphitheater). We are dedicated to living purposefully, strive to provide a supportive and healthy environment for all people to worship together, have fun, and serve the community. Our vision is to create an inclusive place of belonging where everyone feels welcomed, inspired, and encouraged. We strive for a community of spiritual discernment, mutual respect, and peace.

Qualifications

Education - Bachelor's Degree 2-5 yrs with practical work experience. The ideal candidate is someone who has experience with Church management systems.

Experience - Proficiency in Microsoft Office, Google Documents, office machines, audiovisual equipment, and social media platforms.

Personal Accountability - Maintain confidentiality and discretion in sensitive situations.

Other – A valid driver's license is required.

Core Responsibilities

Communication – Provide a helpful and welcoming presence for the church office. Act as the first point of contact via phone and email, updating pastor, staff, and assisting with church communications.

Administration - Provide support to pastor, staff, and church volunteers to ensure smooth operations. Manage daily administrative tasks, scheduling, communications, and logistical operations to support ministry efforts and volunteer activities.

Office operations - Create and print weekly bulletin, Manna and other communications as needed. Order supplies. Maintain membership databases, financial data bases. Manage venue contracts. Respond to email and mail promptly. Issue weekly volunteer and staff reminders about meetings, and Sunday service. Prepare Certificate of Birth, membership transfers. Provide monthly office reports to Session.

Scheduling and Logistics - Oversee church facility calendars, booking rooms, and coordinating logistics for Sunday services and special events.

Finance - Record-keeping, tracking and processing checks for church and rental invoices. Collaborates with the church Treasurers and Finance Secretary.

Support Services - Collaborate with the Building and Grounds Team regarding maintenance requests. Contact janitorial services for cleaning requests, including follow up.

Event/Rental Coordination - Schedule and manage church and Hebron House events. Create User Agreement Forms for rentals and event pricing. Coordinate logistics including room assignments, audiovisual equipment, and supplies.

Core Competencies

- Welcoming interpersonal skills
- Excellent computer and graphic skills
- Self-motivated, independent worker, multi-tasker
- Open to learning new skills, team player, overall dependability
- Professional communication; verbal and written

Personal Accountability

- Ability to accept responsibility for office operations
- Maintain confidentiality of information, foster integrity and a welcoming environment
- Effective and creative problem-solving and communication skills
- Commitment to maintaining a hospitable, safe, and accessible church environment
- Establish realistic goals; meet deadlines; assign accurate priorities to tasks
- Meet regularly with the Pastor, attend staff meetings, work with the pastor to facilitate and implement plans
- Maintain office operations in the absence of the pastor

This job description is not intended to contain a comprehensive listing of activities, duties, or responsibilities that are required by the COM. There may be times when an individual is expected to perform tasks that are not expressly stated in the job description but are necessary in the day-to-day operations of the church and performance of their duties. The job description may be amended as necessary to meet the changing needs of the organization.

Mt Hebron Presbyterian Church is an Equal Employment Opportunity Employer, committed to workplace values of diversity, equity, and inclusion. MHPC prohibits discrimination on the basis of race, color, religion, age, sex, ancestry, creed, national origin, disability status, genetics, marital status, military service, sexual orientation, gender identity/expression or any other characteristic protected by federal, state or local laws.

Qualified candidates please submit a resume to: clerkofsession@mthebronpc.org

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2330 Mt Hebron Drive
Ellicott City, Maryland 21042
Phone: 410-465-3993
Website: www.mthebronpc.org

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