



Grace Presbyterian Church

Grove Street and Tuxedo Road, Montclair, New Jersey, 07042
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Grace Presbyterian Church Administrative Office Manager

Position Summary

The Administrative Office Manager supports the daily operations of Grace Presbyterian Church by overseeing administrative, financial, communications, and operational functions. This role works closely with the Pastor, Session Clerk, Treasurer, Music Director, and ministry teams to ensure effective coordination of church activities and services.

Work Schedule & On-Site Requirement

This is an on-site position requiring approximately 25-35 hours. The Administrative Office Manager is required to be physically present in the church office during designated office hours.

Core Responsibilities

1. Administrative & Office Management

- Manage daily office operations, including phone, email, and correspondence,
- Manage and update prayer request communications
- Maintain church records, membership directories, and filing systems
- Provide administrative support to the Pastor, Session Clerk and church committees
- Prepare materials, copies, and documentation for Session and committee meetings
- Coordinate scheduling and communication across staff and ministries

2. Financial Administration

- Process weekly deposits and maintain financial records (QuickBooks)
- Pay bills and manage vendor payments
- Reconcile bank and credit card statements on a monthly basis
- Support payroll processing (Paychex) and benefits tracking
- Assist Treasurer with financial reporting and documentation
- Maintain contractor compliance (W-9s, certificates of insurance, etc.)

3. Worship & Communications

- Prepare weekly Order of Worship (OOW) and bulletins in coordination with Pastor, liturgists, and Music Director
- Print and distribute worship materials (bulletins)
- Manage weekly email blasts and worship communications to congregation (Mailchimp)
- Support special services with customized communications (Easter, Christmas, Gospel Sunday, etc.) and décor with assistance from relevant committees

4. Technology & Media Support

- Update website and digital platforms with assistance from church member
- Provide support to congregants using online tools (Tithely, Breeze) and YouTube livestreams

5. Publicity & Outreach

- Coordinate publicity for key church events (e.g., Gospel Sunday)
- Engage local media outlets (e.g., Montclair Patch, TAPinto) and assist with social media (Facebook and Instagram) where needed

6. Facilities & Operations

- Coordinate building maintenance with Property Committee and sexton
- Oversee vendors (landscaping, snow removal, exterminator, etc.)
- Ensure compliance with safety inspections and building needs

7. Seasonal & Event Coordination

- Support major church events and seasonal activities, including annual meeting; stewardship campaign, Gospel, Easter, Advent, and Christmas services; Vacation Bible School (VBS); and various church-wide events

Position Requirements

- Strong verbal and writing skills
- Accuracy and attention to detail in written communications and financial systems
- Fluency with MS Office (Word, Excel, PowerPoint); QuickBooks; cloud storage systems, including Google drive; MailChimp; graphic assets
- Willingness to connect with congregants and maintain pleasant and professional relationships
- Maintain confidentiality of information
- Ability to understand and maintain efficient communication across ministries

To Apply

- Please submit a resume and cover letter to:
- gracemontclairjobs@gmail.com
- **Application Deadline:** June 29, 2026
- All questions and correspondence regarding this position should be directed to:
- gracemontclairjobs@gmail.com