



First Baptist Church of Chesterfield Position Description

Job Title:	Office Manager	Job Category:	Administrative
Department:	TBD	Reports To:	Senior Pastor
Effective Date:	October 20, 2025	Position Type:	Full-Time, Exempt

Job Summary

The Church Office Manager provides administrative leadership and organizational support to ensure the smooth and effective operation of the church office. This position plays a key role in managing the day-to-day administrative tasks, coordinating communication among staff and ministries, and maintaining a welcoming and professional environment for church members, vendors, and visitors.

Supervisory Responsibilities

This role supervises the administrative office staff.

Essential Functions

Administrative & Office Management Duties:

- Provide administrative support to the Senior Pastor.
- Oversee the daily operations of the church office, including scheduling, correspondence, and supply management.
- Maintain accurate church records – document retention (membership, attendance, giving, baptisms, weddings, funerals, etc.), including REALM administrative duties (church management system database) including system access, event registration, etc.
- Manage and maintain church office systems, databases and files.
- Prepare and distribute inner office communication.
- Coordinate facility use and scheduling for church services and events, ministry events and community events.

Communication & Coordination:

- Serve as the first point of contact for visitors, members, and callers – offering a warm, welcoming presence.
- Coordinate communication between pastoral staff, ministry leaders, and congregation.
- Support pastoral staff and ministry leaders with administrative and logistical needs
- Assist in planning and logistics for church events, meetings, and services.

- Serve as point of contact for building use requests and coordination with external groups.

Financial & Record Keeping Support:

- Work with the Finance Director, Finance Committee and Treasurer to process invoices, reimbursements, deposits, etc.
- Assist with tracking donations (logging and processing mailed-in member contributions), preparing deposit slips, and coordinating with the Finance Committee and/or Treasurer.
- Support financial reporting and budget tracking as directed.
- Manage the church credit card and expenses by supporting the procurement process.
- Maintain confidentiality of financial and personal information.

Other Duties:

- Assist in onboarding and training of new staff members and volunteers.
- Coordinate church calendars, meetings, and staff schedules.
- Attend and successfully completes all training required by First Baptist Church of Chesterfield.
- Perform other duties as assigned.

Skills Needed:

- **Communicating with Supervisors, Peers, or Subordinates** — Demonstrated exceptional communication skills – able to effectively communicate with church leadership, staff, church members and visitors.
- **Establish and Maintain Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time. Builds partnerships and working collaboratively with others to meet shared objectives.
- **Critical Thinking** — Using data and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Plan and Align** - Planning and prioritizing work to meet commitments aligned with organizational goals.
- **Instill Trust** - Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Personal Characteristics:

- Has a mature and growing walk with Christ, and a Christ-honoring lifestyle marked by spiritual and emotional maturity. Above reproach.
- Strong personal faith and commitment to the mission and values of the church.
- Strong endurance, flexibility and adaptability.

Education and Experience:

- High school diploma or equivalent; college education or administrative training preferred.
- Previous administrative or office management experience, preferably in a church or non-profit setting.
- Proficient in Microsoft Office (Word, Excel, Outlook), Google Workspace, and church management software (e.g., Realm, Planning Center) or willingness to learn.
- Excellent organizational, communication, and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work independently, manage multiple tasks, and maintain confidentiality.
- A friendly, welcoming attitude and a heart for ministry.

Preferred Qualifications:

- Knowledge of and alignment with the mission and values of FBCC.
- Experience in working with volunteers and ministry teams.

Physical Requirements:

- An employee in this position primarily works in a typical office or sanctuary environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties.
- Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations and profound personal crises that members may experience is required.
- A flexible schedule is required since this position requires some evening and weekend work due to scheduled events.

Travel Requirements

A valid Missouri drivers' license and acceptable motor vehicle record is required.

First Baptist Church of Chesterfield Membership

This position does not require First Baptist Church of Chesterfield membership. Employees in this position are expected to sincerely hold the same religious beliefs as expressed by First Baptist Church of Chesterfield.