

Church Operations Specialist

Updated 8/20/2026

The responsibilities of the Church Operations Specialist is for building contracts and administrative support and falls into three general categories, 1) Maintain Church Database information and utility 2) Maintain equipment and support contracts in conjunction with facilities, IT and other staff. 3) Develop and maintain church operations and provide administrative support to pastoral staff.

Responsibilities include, but are not limited to:

1. TECHNOLOGY OPERATIONS

- Oversee the purchase/lease of equipment and maintenance contracts for all office, Telecommunication, computer and copy equipment in conjunction with Facilities and IT department manager
- Maintain integrity of Breeze database. Keep people, tags, events and notes current. Add and archive records as needed. Produce reports. Develop Forms
- Compile data and provide yearly statistical reports for PCA
- Oversee the purchasing process of various church accounts (Quill, Staples, Sams, etc.) as they pertain to building and maintaining vendor relationships
- Access copiers to produce bills for ministries for their copier use
- Maintain Breeze church activities calendar. Keep RUNWAY schedule updated and accurate
- Manage the electronic giving websites and giving platforms (VANCO)
- Must be comfortable and knowledgeable about Microsoft 365, Teams, OneDrive, Google Drives, etc.
- Confident with technology and willing to learn and master Breeze, Vanco, Light Key, Pro Presenter and other software

2. OFFICE OPERATIONS

- Scheduling and communicating Greeter's Desk coverage
- In conjunction with the Facility Manager and Executive Director, help strategize and facilitate facility budgets, as well as maintenance and building renovation projects
- Take routine inventory of paper, pads and other office supplies to order as needed
- Schedule inspections of the church minibus as required, schedule repairs, oil changes etc. and processes the yearly registration, and insurance for the minibus
- Attend and report at the meetings of the Facility Committees
- With the Facilities Manager, negotiate and track all contracts and leases (i.e. parking agreements, software licensing, internet, phone, copier, etc.)
- Coordinate or oversees the organizers of church wide events such as potlucks, presbytery meetings, luncheons, marriage seminars, congregational meetings, etc.
- Assisting with setup for special services—funerals, Good Friday, Christmas Eve, etc.

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3. COMPLIANCE OPERATIONS

- Maintaining background clearance records and for volunteers and church staff, session, diaconate, and New Life Nursery School employees and volunteers.
- With Executive Director, file and track insurance claims (worker's compensation, Minibus accidents, child abuse allegations etc.)
- Request certificates of insurance from our insurance company for offsite events, i.e. Women's and Men's Retreats, Softball League, KidsClubs and Youth retreats.

4. OTHER DUTIES

- Attend weekly staff meetings and interact with staff members throughout the week.
- Be available for direct administrative and planning help to pastors and/or ministry leaders planning details for funerals, retreats, General Assembly, church anniversaries, installations, fellowship lunches, etc.
 - Lead Pastor: Session planning (monthly), maintain membership rolls, schedule infant baptisms (as needed), assist with new member assimilation: interviews and reception of new members (2x/yr); Session in relation to Presbytery (Jan, Mar, May, Sept)
 - Shepherding Pastor: TakeFive class: prepare materials, roster, collect info for membership interviews (2x/yr)
 - Youth Director: Breeze attendance: post rosters, collect data, post to Breeze events (weekly)
- Greeting people who stop in, discerning their needs, and directing them accordingly
- Receive US mail and sort
- Answering phone calls and forwarding calls as necessary to the right person
- Backup for Sunday Bulletin creation and contribution processing. The need for this action to be identified by the Executive Director
- Other duties as assigned

QUALIFICATIONS

- Must agree with New Life Presbyterian Church's: 1) Statement of Faith, 2) Standards of Conduct, and 3) Christian Conciliation Agreement
- Required to sit, stand, walk, reach and lift up to 25 pounds as part of routine duties
- Commitment to reformed theology
- Previous experience in Microsoft Office, Teams, Outlook and contracts, a plus
- Detail Focus, organization, and planning skills required

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- Valid Driver's License
- Ability to read both cursive and print so you can understand all forms of written communication, from historical documents to everyday notes

NEW LIFE PRESBYTERIAN CHURCH OF GLENSIDE HIRES ONLY PERSONNEL WHO BELONG TO A CHRISTIAN CHURCH AND SUBSCRIBE TO BIBLICAL ORTHODOXY (BELIEF) AND ORTHOPRAXY (PRACTICE). NEW LIFE PRESBYTERIAN CHURCH IS AN EQUAL OPPORTUNITY EMPLOYER EXCEPT AS SPECIFICALLY ALLOWED BY FEDERAL AND STATE LAW. EMPLOYMENT DECISIONS ARE MADE BASED ON MERIT, QUALIFICATIONS, TRAINING, CALLING, AND ALIGNMENT WITH OUR MISSION, WITHOUT REGARD TO RACE, COLOR, RELIGION (EXCEPT AS RELIGION IS A BONAFIDE OCCUPATIONAL QUALIFICATION), SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR ANY OTHER STATUS PROTECTED BY APPLICABLE LAW.

(P/T 25 HOURS, NEGOTIABLE)