

Communication & Stewardship Specialist

Update 8/20/2026

The responsibilities of the Communication & Stewardship Specialist are for print and electronic communications and for processing, tracking contributions and maintaining records. These tasks fall into four general categories – 1) interacting with the public and with members of the congregation to collect, update and share information about the life and membership of the church, 2) preparing the Sunday morning bulletins, slide show and additional fliers. Create fliers and information sheets for funerals and other events as needed, 3) processing incoming contributions and fees as well as outgoing expenses; maintaining accurate records and accounting (as needed) to ensure accuracy and tax reporting requirements and 4) lending support to staff members and church ministries.

Responsibilities include, but are not limited to:

1. OFFICE OPERATIONS

- Keep GIVING information accurate in Breeze database.
- Add and update PEOPLE records as needed. Produce reports
- Tracking and providing information on new members, deaths, births, transfers and contact information. Update Breeze
- In conjunction with the Facility Manager and Executive Director, help strategize and facilitate the church budget process, maintenance needs and building projects
- Accomplishing requests of all sorts from congregants and community members as much as possible (photocopying, posting notices, tracking down lost & found items, giving directions, etc.)
- Key contact for social media interfaces. Working with Executive Director to establish and promote policies and protocols

2. SUNDAY OPERATIONS

- Weekly responsibility to design, print, and assemble weekly bulletin, sermon outline, and bulletin inserts
- Create and upload slideshow to entrance lobby monitor
- Updating Prayer for the Church template with Lead Pastor
- Reviewing and editing Sunday announcements slideshow
- Posting various documents to the New Life website, Teams, etc.
- Preparing drop boxes, signage, displays, kids' pages, etc.
- Recording Sunday attendance in Breeze. Provide info for Session and Finance
- Setting up newcomer information in Breeze
- Preparing attendance reports for pastoral staff
- Maintaining a count of printed materials used each week
- Maintaining weekly listing of Sunday visitors for follow-up by pastoral staff

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3. FINANCIAL OPERATIONS

- Process weekly Sunday contributions and VANCO Services deposit and enter information into the church financial database (Breeze)
- Process all Mission Trip, event, registration fees and other monies into the church financial database (Breeze). Notify organizers
- Accounting and organizational support for Missions, Craft Fair and Flea Market and other events as directed by the Executive Director
- Add new accounts to Breeze as new contributions are received. Update information in existing accounts as necessary
- Process and distribute annual contribution statements. Calendar year-end statements must be distributed by January 31st
- With Executive Director, Manage the lines of credit and mortgage established with Univest Bank or other institutions
- With the treasurer, schedule an annual review of the church's financial position and ensure the publishing of the results
- With the Executive Director, prepare for Corporation Meetings including the annual budget presentation and Board of Director elections

4. SUPPORT OPERATIONS

- Design brochures, postcards, bulletin inserts, signs, logos, bookmarks, invitations, funeral programs, special service programs, and other documents as needed.
- Assist all staff members with various tasks when requested
- Maintain records of congregants and family members and prepare sympathy cards
- Design slides for and update the street sign as needed
- Write agenda for staff meetings (updated on Teams)
- Keep staff apprised of meetings, staff events and holiday schedules
- Oversee Communication Specialist to ensure accuracy and timeliness of eNews

5. OTHER DUTIES

- Attend weekly staff meetings and interact with staff members throughout the week
- 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
- Other duties as assigned

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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 graphic design, a plus
- Must be comfortable with and knowledgeable about Microsoft 365, Teams, OneDrive, Google Drives
- Valid Driver's License
- Confident with technology and willing to learn and master Breeze, Vanco, light key and Pro Presenter and other software
- 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)