



**Immanuel Presbyterian Church**  
**9522 E 22<sup>nd</sup> Street**  
**Tucson, AZ 85710**  
**520-296-2253**

**Job Description**  
**Office Administrator-Full Time**

**Purpose:** To provide administrative and secretarial services for the Pastor, Staff, and Ministry Teams. Represent Immanuel Presbyterian Church in positive and professional manner to the church community and general public.

**Accountability:** Accountable to the Pastor/Head of Staff

**Responsibilities:**

- 1) Maintain confidentiality in all communications. Exercise discretion and demonstrate integrity in all interactions with the church community and general public.
- 2) Perform administrative duties for the Pastor and other staff.
- 3) Provide administrative support for church teams and organizations under the guidance of the Pastor as Head of Staff.
- 4) Maintain the church office infrastructure including office equipment and supplies. Oversee the use of equipment by others.
- 5) Facilitate effective communications with the church community and general public.
- 6) Coordinate and supervise church office volunteers.

You may request our Office Administrator Duties Addendum for a more detailed job description.

**Benefits:**

- 1.) Health Insurance (90% covered by employer/10% by employee)
- 2.) 2 weeks vacation (10 business days)
- 3.) 1 week sick leave (5 business days)

**Evaluation:** There will be an initial review after approximately three (3) months. The Pastor/Head of Staff and the Personnel Team shall conduct annual performance reviews. The Personnel Team will review compensation annually.



# IMMANUEL

PRESBYTERIAN CHURCH

## Office Administrator Application

**Directions:** Please type or print clearly and attach your resume to the application. Have your **two references**(not related to you) mail or e-mail ([pam@immanuelpc.org](mailto:pam@immanuelpc.org)) in Word or PDF format their Evaluation Recommendation back to:

Immanuel Presbyterian Church  
9252 E. 22<sup>nd</sup> Street  
Tucson, AZ 85710  
Attention: Office Administrator Search Team

Date \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Have you ever served as an office administrator in a church setting before?

\_\_\_\_\_

When/Where? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your responsibilities:

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**Write a paragraph in response to each of the following questions within this document or on a separate sheet of paper and attach it to this form:**

1. What attracts you to seek a position in a church setting?
2. Describe your administrative knowledge, skills, and abilities.
3. Discuss how these skills are essential to an office administrator in a church.
4. The office administrator is often an individual's first encounter with the church, whether in person, over the phone, or through e-mail correspondence. How do you envision the office administrator creating a warm and welcoming environment to those who approach Immanuel?
5. What are your expectations of working in a church environment?



# IMMANUEL

P R E S B Y T E R I A N C H U R C H

## PROFESSIONAL REFERENCE #1 (Non-family member)

Recommendation and Evaluation for: \_\_\_\_\_

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Thank you for taking the time to answer the following questions. We ask that you be completely honest. All comments will be held in confidence. Use the back of this sheet if additional space is needed. Please return your evaluation to:

Immanuel Presbyterian Church  
9252 E. 22<sup>nd</sup> Street  
Tucson, AZ 85710  
Attention: Office Administrator Search Team

You may also e-mail (using Microsoft Word or PDF) the document to the Office Administrator Search Team: [pam@immanuelpc.org](mailto:pam@immanuelpc.org)

What is your relationship to the applicant?

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How long have you known each other? \_\_\_\_\_

List what you have observed to be this person's strengths and areas of growth:

Strengths:

Growth areas:

- In what ways has this applicant demonstrated leadership and maturity?

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Does this applicant exhibit a call and understanding of what it means to serve as an administrator in a church setting? \_\_\_\_\_

How?

- On a scale of 1-10 (10 being the best) please rate the applicant for:  
1. Personal Integrity \_\_\_\_\_ 4. Self Image \_\_\_\_\_ 7. Discretion \_\_\_\_\_  
2. Faith Commitment \_\_\_\_\_ 5. Self Initiative \_\_\_\_\_ 8. Work Ethic \_\_\_\_\_  
3. Flexibility \_\_\_\_\_ 6. Maturity \_\_\_\_\_ 9. Team work \_\_\_\_\_

- Is there anything you wish to tell us about this applicant?

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Thank you for taking the time to share your experience with and your thoughts about this applicant.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Position



# IMMANUEL

P R E S B Y T E R I A N C H U R C H

## PROFESSIONAL REFERENCE #2 (Non-family member)

Recommendation and Evaluation for: \_\_\_\_\_

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Thank you for taking the time to answer the following questions. We ask that you be completely honest. All comments will be held in confidence. Use the back of this sheet if additional space is needed. Please return your evaluation to:

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What is your relationship to the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known each other? \_\_\_\_\_

List what you have observed to be this person's strengths and areas of growth:

Strengths:

Growth areas:

- In what ways has this applicant demonstrated leadership and maturity?

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Does this applicant exhibit a call and understanding of what it means to serve as an administrator in a church setting? \_\_\_\_\_

How?

- On a scale of 1-10 (10 being the best) please rate the applicant for:  
4. Personal Integrity \_\_\_\_\_      4. Self Image \_\_\_\_\_      7. Discretion \_\_\_\_\_  
5. Faith Commitment \_\_\_\_\_      5. Self Initiative \_\_\_\_\_      8. Work Ethic \_\_\_\_\_  
6. Flexibility \_\_\_\_\_      6. Maturity \_\_\_\_\_      9. Team work \_\_\_\_\_

- Is there anything you wish to tell us about this applicant?

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Thank you for taking the time to share your experience with and your thoughts about this applicant.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Position