



Jesus is our Message. Discipleship is our Method. Spiritual Maturity is our Goal.

Office Manager

Personal Attributes and Character:

Our Office Manager is...

- Deeply aware of their need for Jesus every day.
- One who learns and lives out the word and truly walks with Jesus as Lord and friend.
- A humble servant leader who is kind, patient, and long-suffering.
- One who strives for excellence but is not shackled by a fear of making mistakes.
- Believes and lives out the reality that teamwork beats talent.
- One who engages with, facilitates, and nurtures Christ-honoring culture.
- Lives in a manner that is worthy of the gospel of Jesus.

Primary Areas of Responsibility:

Guest Services:

Every person who steps onto the GracePoint campus or contacts us is important to God and therefore to us. The Office Manager ensures that every initial interaction with visitors, vendors, and church members is filled with love, meets their needs, and ministers to them on a soul level, whether in person or via communication tools.

Office:

It is vital that the GracePoint office is managed and systematized in a way that efficiently fuels our mission and supports our core values. The Office Manager will oversee these processes, ensure they are executed well, and oversee all volunteers and staff who assist with these processes.

Human Resources:

The GracePoint staff are part of the family and as such, we desire to ensure their experience serving the family is frustration and problem free. The Office Manager oversees most staff-related issues involving onboarding/offboarding and keeps employee files up to date. The Office Manager also works closely with our bookkeeper to ensure payroll, benefits, etc. are correct and up to date.

Finance:

The resources entrusted to us by God require that we diligently oversee their proper use and safe handling. The Office Manager will oversee volunteers, staff, and our bookkeeper to ensure financial

systems of accountability are utilized and maintained with the greatest integrity, for the sake of our efforts to disciple our church family and minister to our community.

Communication:

GracePoint is a family and requires clear, concise, and effective communication to function healthily and for the glory of God. The Office Manager oversees church-wide communication, utilizes and maintains the personal information and systems used for that communication, and ensures staff are properly using those systems to inform, equip, and serve the church family as they grow toward spiritual maturity.

Core Tasks and Responsibilities

Guest Services

- Establish and maintain hospitality guidelines for front office staff regarding interactions with those who enter our campus.
- Ensure that office volunteers or staff provide helpful answers and connections for those who contact the church office.
- Maintains a clean, tidy, hospitable environment in the entry and office areas of the church campus.
- Ensure resources are available and at hand for the “New Here” team to use on Sundays.
- Answer and screen phone calls, emails, inquiries, providing helpful information as needed.

Office

- Maintain and update church records, directories, databases, and software platforms.
- Work with the Director of Facilities to manage and schedule facility usage.
- Attend staff meetings, coordinating with other support staff to implement staff-wide action plans for items discussed, as needed.
- Oversee the management and distribution of incoming mail and correspondence.
- Become a power user and staff resource pertaining to all church management software programs.
- Draft, edit, and proofread various documents and correspondence.
- Work with the Design and Media Coordinator to ensure all graphic design needs for office related creations are consistent with the church brand.
- Oversee the management, availability, and procurement of office supplies for the entire staff.
- Handle all service-related needs for office equipment.
- Oversee the preparation of the weekly worship bulletin.
- Train incoming church office staff or volunteers for their specific roles.

Human Resources

- Optimize and maintain all staff onboarding and offboarding processes to ensure efficient and enjoyable transitions.
- Confidentially conduct background checks for all incoming staff.

- Schedule and manage orientation of new staff, ensuring that relevant personnel and resources are available.
- Greet new staff on their first day, oversee the completion of initial paperwork, introduce them to the team, and connect them with their immediate supervisor.
- Provide new staff with the necessary equipment, access, and tools for their role.

Finance

- Oversee the collection of weekly offerings, following accountability procedures flawlessly.
- Oversee basic data entry for non-online giving.
- Make deposits to the bank on a weekly basis.
- Provide needed information to the Bookkeeper on a weekly basis.
- Create and distribute contribution statements annually.
- Ensure that routine compliance issues are addressed (posting of legal notices, government reporting, etc.)
- Monthly reporting of church office credit card use.

Communication

- Oversee and maintain individual and family records of all ministry participants and family members.
- Utilize established systems according to staff guidelines to distribute church-wide communication.
- Ensure that all mass communication is timely, clear, and aligned with our mission and core values.
- Oversee the prompt communication of special needs to church leaders as needed (deaths, illness, family crisis, etc.)
- Pass needs and needs requests to the proper ministry team or ministry leader.
- Initiate periodic communication reviews with relevant staff or ministry leaders to ensure that systems and processes are updated for efficiency and effectiveness.

Qualifications:

- Clear testimony of faith in Jesus and an uncompromising walk with Him.
- Commitment to the Mission and Core Convictions of GracePoint.
- Full agreement with the GracePoint Statement of Faith and willing to become a Member.
- At least 2 years of experience in a secretarial, administrative, or management role.
- Able to keep and protect sensitive information and put the care of others first.
- Outstanding organizational skills, including systems creation and maintenance.
- Excellent written and verbal communication skills.
- Ability to work cooperatively with a variety of paid staff and volunteers.
- Able to productively contribute to a team environment for the good of the whole.
- Must be software-smart, able to use modern platforms on a variety of levels (Microsoft Teams environment, QuickBooks, various church-related applications).

Details:

- Part time: 30 hours per week.
- \$22 per hour
- Reports to: Lead Pastor
- Job Type: On site
- Vacation commensurate with part time hours

Application Process:

- Email a resume and cover letter to apply@gracepointnd.org
- You will be contacted to discuss next steps