



Office Manager

Detailed Role Description

Last Update 4/21/2023

Vision:

This full time ministry role exists to manage the administrative, business, and non-pastoral needs of the church and to provide practical support to the ministerial staff of GBR in the execution of their varied ministry tasks. With an eye for detail and commitment to excellence, this essential ministry role brings glory to God and care to the GBR family by exhibiting a willingness to help wherever needed, and to support the session, pastors, and ministerial staff towards church wide goals and ministry vision.

Church Overview:

Grace Blue Ridge is part of the Presbyterian Church of America (PCA) and is a reformed, contemporary congregation that started as a church plant 14 years ago. It has a diverse blend of ages, life stages, and backgrounds, with about fifty percent made up of families with children under 18. The congregation has approximately 330 members and regular attenders, averaging about 225 in weekly attendance. The church currently has seven active session members, four

full time staff, four part time staff, a diaconate team of eleven, and an average monthly volunteer base of 80 people serving in various ministries each month.

Location:

Hybrid - about half of the hours and tasks require presence on campus, while the rest can be done remotely.

Hours:

Fulltime, 40 hours a week (Sunday mornings 8:30am-11:30am, Tuesday afternoons 1-3pm, and Friday mornings 9am-12pm are required on site. Other hours are flexible).

Relationships:

- Supervised by Director of Ministries
- Primarily interacts with pastors and ministerial staff.
- Occasionally interacts with session and diaconate.
- Oversees volunteers and lay leaders.
- Interacts with church family and community as a representative of GBR.

Meeting Expectation:

- Attends Core Staff Meeting 1x week (Tuesdays).
- Connects (in person, phone, or virtually) with Director of Ministries and/or core staff 1-2x per week as needed to discuss needed tasks for the week.
- Attends the Session/Deacon meeting once a month (third Tuesday evening of the month).
- Attends the All-Staff Meeting 1x every other month.

- Attends Finance Committee meetings apx 2x year (typically in June/July due to fiscal budget year).
- Attends Building Committee meetings apx 4x year.

Compensation:

- Salary Range: \$42-48k
- Health benefit stipend range: \$4500-\$9000

Time Off & Holidays:

- Full time employees are entitled to 3 weeks PTO, with supervisor approval at least 4 weeks in advance.
- Full time employees are limited to 5 Sundays off per year in their PTO.
- We strive to be flexible and accommodating for sick days and emergency time off as needed.
- Full time staff are expected to attend worship services and GBR community events.
- We offer paid holidays off if they do not overlap with Sunday mornings or previously arranged staff events. This usually includes New Years Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

Our Commitment to You:

Emotional health is a core value at GBR and one way we embody this as a staff is by seeking to nurture the emotional, spiritual and relational well being of the person, as well as their professional success. We care about the person in the role, not just the role itself.

We seek to value your emotional health and seek the good of your whole person; spiritually, emotionally, physically and relationally, as well as your professional development and performance in this role.

We intend to pray for you and your family, and provide opportunity for you to engage in community and discipleship at GBR through small groups, Bible study and adult ed.

We seek to connect you with spiritual direction from an elder, spiritual director or discipler for ongoing personal mentorship and prayer support, 2x month.

We seek to provide consistent, honest and clear communication to you about your role, your performance, and expectations.

We seek to engage and process through conflict using the biblical direction from Matthew 18, utilizing honest conversation, curiosity and humility, and seeking reconciliation and resolution.

We provide access to the elder liaison for HR Personnel issues if needed.

We seek to provide check-ins with a supervisor 2x a month for regular communication and collaboration.

We intend to provide a 360 review once a year with feedback from your supervisors, coworkers and trusted individuals of your choosing.

Job Qualifications:

Skills Required

- Associate or Bachelor Degree in Business, Office Management, or related field
- 2 years of relevant work experience
- Proficiency in Word, Powerpoint, Excel, Google Suite
- Proficiency in basic layout and graphic design (for email, social media posts, slide creation)
- Proficiency in written and verbal communication

Competencies

- Great communication skills
- Natural leader and decisive
- Organizational skills
- Oriented toward efficiency and effectiveness
- Honesty and integrity
- Self-starter and able to work independently with little supervision
- Accuracy/attention to detail
- Dependability and resourcefulness
- Ability to prioritize and multitask
- Ability to handle stress and problem solve
- Thrives on structure and order
- Ability to keep confidential and sensitive information
- Teachable
- Team player
- Flexibility with the “on call” nature of church ministry

- Understands workplace systems and how to work within the system to get things done.
- Displays high level of all aspects of Emotional Intelligence and applies this to working with others of differing levels of Emotional Intelligence and spiritual development in order to accomplish the mission of the organization.

Job Responsibilities:

Responsible for handling the non-pastoral and business needs of the church, and supporting the session, pastors, and ministerial staff in completing the church's ministry vision and goals.

Due to the nature of this position, there is a wide variety of tasks needed at various times.

Primary Responsibilities Include:

- Assisting with coordinating, planning, and executing church services and special events.
- Providing administrative support for the leadership of GBR (i.e., Pastors, Church Staff, and Session.)
- Building and maintaining relationships with the congregation and community, as well as our tenants and partners.
- Recruiting, training, and scheduling volunteers.
- Acting as communication go-to leader for the congregation.
- Handling church communication deliverables (including email, text, social media, slides, and printed publications).
- Managing daily operations and maintaining office supplies and records.
- Utilizing our church management software, planning center, and its various modules.
- Overseeing church facility maintenance and security operations.
- Overseeing the purchase and inventory of ministry supplies.

To Apply, Contact Director of Ministries Brandi White at brandi@graceblueridge.com