



# Community of Grace Lutheran Church

*The Rev. Michael Jannett, Pastor*

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## Job Description – Part-Time Office Manager

*(approximately 15-20 hours/week)*

**Reports to:** Pastor and Council President

**Position Summary:** The Office Manager supports the administrative life of the church by maintaining records, preparing worship materials, managing internal communication, and ensuring smooth day-to-day operations. This role requires excellent organizational and communication skills, attention to detail, and comfort with digital tools and platforms.

### Key Responsibilities

- Maintain and update church membership database (ACS)
- Keep the prayer list and member directory current
- Assemble and distribute Congregation Council meeting packets
- Order and maintain office and ministry supplies
- Keep archival records organized
- Schedule and publish volunteer sign-ups and worship helpers
- Maintain and update the church calendar (Google and website)
- Prepare and print PowerPoint slides for Sunday worship
- Print bulletins, announcements, prayers, and scripture readings
- Support seasonal worship needs (Advent, Lent, etc.)
- Create and send the weekly e-newsletter (“Grace Wire”)
- Manage website content updates
- Send Sunday worship reminders
- Coordinate and streamline digital communication efforts

### Qualifications:

- Prior administrative experience preferred
- Strong communication and interpersonal skills
- Proficiency in Google Workspace (Docs, Sheets, Calendar), Microsoft Office, and web-based platforms
- Familiarity with or willingness to learn ACS Church Software

### Virtual / On-Site Notes:

Note: Many administrative tasks (communications, scheduling, ACS updates, digital worship prep) can be completed virtually. A portion of this role—particularly physical printing and record-keeping—requires regular in-office presence. The ideal candidate will either be local with flexible in-person availability or will partner with an in-office volunteer for hands-on tasks.