



Grace Lutheran Church
1300 Kishwaukee Valley Road
Woodstock, IL 60098
www.gracewoodstock.org
(815)338-0554

Job Title: Office Coordinator
Accountable To: Lead Pastor
Position Status: Part-time (30 hours weekly, salaried position)

Summary of Position:

The role of the Office Coordinator is to collaborate with the pastor, staff, and lay leadership of the congregation to nurture the growth and development of the overall mission and ministries of Grace Lutheran Church.

Goal: The goal of this position is to connect members, guests, and visitors and to nurture the office coordination and support for ministries of Grace Lutheran Church.

Essential Duties and Responsibilities include the following:

- Main Office
 - Reception duties (receiving visitors, phone calls, mail and emails)
 - Maintain Grace calendar and oversee building access (process building usage forms per building usage policy and maintain door schedule and key access)
 - Maintain church membership records (online database, annual reporting, physical files and printed phone directory)
 - Coordinate and communicate special events with pastor, staff, and volunteers (baptisms, weddings, funerals, pastoral care & prayer requests, and others)
 - Prepare and file church records
 - Maintain an office procedures manual
 - Other responsibilities as assigned
- Communication Development
 - Create and manage worship service folders, office documents, and mailings
 - Distribute worship materials to volunteers (e.g. scripture and service folders to readers, children's sermon presenters, A/V team)
 - Manage the document development of Annual and Congregational reports and supporting documents for meetings (nomination forms, meeting slides, and ballots)
 - Coordinate Bulletin & Presence Light sponsors and holiday flower giving opportunities
 - Compile prayers for newsletter and distribute electronic prayer chain requests
 - Duplicate and oversee assembly and mailing of printed monthly newsletter
- Volunteer Coordination
 - Support church volunteers in coordinating events, meetings, and service opportunities
 - Coordinate office volunteers (e.g. mailing teams and special events)

- Office Supply & Equipment Management
 - Maintain office equipment and technology
 - Manage and purchase (as budgeted) the necessary office and worship supplies
 - Coordinate with appropriate providers to schedule regular and emergency maintenance for facility inspections and servicing equipment
 - Provide budget requests for office lines and equipment to the Finance Committee
 - Establish and maintain an equipment replacement schedule

- Self-Development & Missional Support
 - Attend and participate in ministry staff meetings

Qualifications:

- Advanced level proficiency in Microsoft Office and Google applications, pertinent web-based programs, and the ability to learn new systems
- Ability to communicate clearly both verbally and in writing, including good proofreading skills and attention to detail
- Strong organizational skills to work independently, multi-task, prioritize and focus in an active environment
- Professional work ethic and positive attitude, including maintaining confidentiality
- Relational skills to foster a climate of invitation, outreach, welcome, openness, encouragement, and acceptance with people of all ages and backgrounds
- Perform basic lifting of office materials and supplies up to 50 pounds
- Willingness to support the mission and vision of Grace Lutheran Church

Work Week Expectations:

- set Monday-Friday daytime scheduled office hours

Additional Initial Hire Requirements:

- Pass a background check.

If interested: Please submit a cover letter and resume to jobs@gracewoodstock.org. If selected for an interview, we will request references.