



Office Administrator

20 hours per week

Reports to Lead Pastor

Grace Church on Buckley is a broadly Reformed, inclusive congregation located southeast of Grand Rapids, Michigan. We are a diverse body of believers united by our faith in God and our love for one another. We worship together on Sundays and are deeply rooted in our neighborhood. Every person is welcomed and valued at Grace and celebrated for their unique personhood, regardless of their abilities, race, gender, nationality, sexual orientation, age, socio-economic status, or life story.

The Office Administrator is the welcoming hub of Grace Church on Buckley—the first voice on the phone, the first face at the door, and the steady helping hand that keeps weekly worship materials, Food Pantry operations, and day-to-day office logistics running smoothly.

Primary Responsibilities

Hospitality & Front Office

- Staff the church office during open hours (9 am–1 pm Tuesday, Wednesday, and Thursday). Provide a warm, hospitable first point of contact for members, visitors, Food Pantry guests, neighbors, and NA group members.
- Answer emails and phone messages daily; route communications to the correct staff or ministry leader.
- Open and distribute daily mail.

Weekly Worship Materials Production

- Draft the order of service each week and draft the Sunday PowerPoint.
- Compile, prepare, and distribute the liturgy and announcements for worship services.
- Prepare and send weekly worship communications (email and mailed copies) to the congregation and mailing list in coordination with the Director of Congregational Life.

Food Pantry & Blessing Box Support

- Assist as needed with Food Pantry operations including record-keeping.
- Manage health & beauty products basket and clothing table.
- Order, distribute, and securely store Dégagé tickets.
- Restock the Blessing Box with food.

Sunday Support

- Support weekly greeter and Safe Church security communication and preparation.
- Be available for member questions throughout the service.

Committee Work

- Maintain volunteer training spreadsheet, process background checks, and collect Safer Church incident reports.
- Serve on Safer Church and Communications Committees.
- Support other committee work through printing materials, ordering supplies, and maintaining documentation.

Facilities Liaison & Purchasing

- Coordinate rental space with the custodian.
- Manage office, kitchen, and Blessing Box inventory.
- Coordinate volunteers and vendors to assist in the care of the facility.

Congregational Care & Special Occasions

- Prepare birthday cards for members, Pastor Appreciation Month cards, and baptism and profession of faith certificates.
- Coordinate logistics with families around memorial services (space, printing, day-of details), in partnership with the Lead Pastor and custodian.

Qualifications

- A warm, hospitable presence and genuine commitment to Grace Church's mission.
- Strong organizational skills and comfort managing multiple recurring deadlines (e.g., weekly bulletin, monthly reporting).
- Excellent written communication and attention to detail.
- Comfort with technology, including church management software (Breeze) and standard office/publishing tools, or the ability to learn.
- Discretion in handling confidential information (background checks, pastoral/care matters).
- Ability to work collaboratively with pastoral staff, the Director of Congregational Life, ministry leaders, and volunteers.

To apply, please submit a resume and cover letter to pastor@gracegr.org

To learn more about Grace Church on Buckley, visit gracegr.org.