

---

## Office Administrator

**Position:** Full-time

**Work Hours:** Mon–Fri, core hours 9AM–4PM

---

### ABOUT SOVEREIGN GRACE PRESBYTERIAN CHURCH

Sovereign Grace Presbyterian Church (PCA) is a thriving body of believers in Charlotte, NC. Founded in 1999 and located in the vibrant SouthPark community, Sovereign Grace is a multi-generational congregation with approximately 175 family units and 420 total members. For generations to come, Sovereign Grace desires to be a faithful, Christ-centered, Gospel-driven, Spirit-filled, replicating church that makes disciples who glorify God and enjoy Him forever.

Sovereign Grace has one morning worship service and one evening service each week, and gathers midweek on Wednesday nights for a fellowship meal and prayer meeting. The pastoral staff includes Rev. Dr. Carlton Wynne (Senior Pastor), Rev. Will Keyton (Assistant Pastor), and Rev. Ricky Johnson (Assistant Pastor of Youth & Families). The Session and Diaconate are each comprised of 11 officers. For more information, see [sovereigngrace.org](http://sovereigngrace.org).

### POSITION SUMMARY

Though there will be many routine duties in the role of Office Administrator, this position is of crucial significance in the life of our congregation. The usual virtues of promptness, hard work, professional demeanor, and honesty are important, but so are discernment, discretion, firmness and compassion.

The person holding this position will serve the whole congregation, but there is a special sense in which he or she will seek to enable the pastors to do their work more effectively. The person holding this position will understand the peculiar nature of pastoral work, and will be dedicated to protecting the time and maximizing the efficiency of the pastoral staff. He or she will also look for opportunities to “come alongside” other ministries of the church and help them fulfill their roles with more efficiency and wisdom. There is a certain assumption of supportive oversight of others in this role, and the person who performs it must understand the place of personal initiation, reminding others, resourcing and encouraging others in the church as they serve. A good question to ask pastors, elders, deacons, WIC leaders, the Director of Children’s Ministries, Bible study leaders, and our sexton is “How can I help you do your job better and more efficiently?”

### KEY RESPONSIBILITIES

#### Worship Preparation Assistance

- In consultation with pastors, prepare and review weekly church bulletin.
- Ensure church communications/announcements are accurate and well-presented (in concert with communications facilitator).
- Assist the Discover Sovereign Grace host(s) in preparation of the class study notebooks for each new class, initiate and maintain the class roster, and assist hosts with membership interview set-ups, etc.

## KEY RESPONSIBILITIES (CONTINUED)

### Pastoral Support

- Remind pastors about those scheduled for regular visitation and events (home/office/hospital visits, baptisms, weddings, funerals, etc.), set up visits with members as requested by the pastors, and suggest visitation opportunities to the pastors and elder-shepherds as the Administrator becomes aware of needs.
- Send “weekly duties” email to pastors/elders for the upcoming week/month worship responsibilities.
- Assist pastors, elders, deacons, staff, ministry leaders, teachers, etc. with supply orders, copies, stats on attendance, births, deaths, baptisms, etc.
- Acquire and prepare birthday cards to be sent to church members after staff members sign them, and send prayer cards to members whom the session has prayed for at their monthly meetings.
- Prepare “session packets,” agendas, and travel arrangements, as needed.
- Record church visitor records and ensure appropriate pastoral follow-up.

### Church Calendar and Events

- Coordinate and ensure publishing of the master church calendar, with recurrent and special events, staff vacation days, etc., resolving conflicts with appropriate individuals/committees.
- Be familiar with church software packages and their uses.
- Prepare and send the weekly church E-Newsletter.
- Communicate calendar events and relevant administrative details at weekly church staff meetings.
- Assist the pastors, deacons, and the Wedding Coordinator with logistics involved in weddings/funerals held in our church. Send relevant wedding/funeral policy information to inquirers.
- Facilitate property preparation and use with Facilities Manager and Diaconate.

### Office Management

- Oversee operation of the church office.
- Show sincere hospitality to all visitors; interact with staff and others with a pleasant demeanor.
- Normal receptionist tasks, including anticipating, communicating, and being aware of details for smooth execution of each workday.
- Respond to general emails and desk calls from members/inquirers.
- Open all non-personal mail and deliver to the appropriate mailbox for church pastors and officers.
- Serve as conduit for committee heads and volunteers (e.g., meal train, bulletin mailing for shut-ins, etc.).
- Print materials for worship, communications, classes, and events as requested.
- Maintain and place orders for office supplies as needed, including handling the maintenance and/or repair of office equipment (copier/printer).
- Place orders for name tags for church members and specialty name tags for deacons, elders, greeters, etc. (as needed).
- Be aware of ongoing contracts and their expiration or renewal dates.

### Financials

- Ensure accurate and timely completion of payroll processes.
- On the rare occasion that the deacons are unavailable to process and deposit a Sunday’s contributions the responsibility would fall to the administrative person, thus he/she should be familiar with the how-to process.

## QUALIFICATIONS

- College graduate or higher with experience in administrative work and competent in English grammar/writing, as well as online tools (Planning Center, Word, Excel, Outlook, etc.).
- Strong organizational and office management skills.
- Strong relational and interpersonal skills; able to communicate, coordinate, and cooperate with church members, visitors, and fellow staff members.
- As this position sometimes involves the knowledge of sensitive personal information, the Office Administrator must be able to maintain appropriate confidences.
- Commitment to Christ and the Reformed faith as set forth in the Westminster Standards.
- Enjoys and supports Sovereign Grace's traditional, Reformed style of worship.
- Faithful devotion to Sovereign Grace's ordinary means of grace ministry.
- Membership (or willingness to become a church member) at Sovereign Grace.

## BENEFITS

- Traditional holidays off
- Three weeks paid vacation
- Reasonable sick leave

## CONTACT FOR ADDITIONAL INFORMATION

To apply for this position, please submit your resume and a cover letter to [careers@sovereigngrace.org](mailto:careers@sovereigngrace.org).