

Office Secretary (OS)

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The Office Secretary plays a vital role in coordinating the daily operations of the GBC office, with core hours from 10:00 AM to 3:00 PM, Monday through Friday. Under the supervision of the Executive Assistant, this part-time, non-exempt position averages 25 hours per week.

PRIMARY RESPONSIBILITIES

Environment Planning

1. Maintain the orderliness of the physical space of the office, upstairs workspace, mailroom, GraceConnect area, Atrium tables and displays, sanctuary, and coffee bar.
2. Ensure that all standard office, building supplies, and coffee supplies are adequately stocked for immediate needs, balancing cost and quality.
3. Troubleshoot, report issues, and request service on all office copiers/printers as needed.
4. Consider ways in which office operations could be more efficient or effective.

Provided Services

1. Provide administrative support to ministry staff and volunteers including making copies as requested and providing training on copier basics as requested.
2. Serve as a welcoming point of contact for the public and congregation during office hours including answering phones and doors; answering questions or making referrals as needed; directing salespeople to stop calling; also monitoring voice mail outside of office hours.
3. Track requests for prayer and forward to prayer/care teams and/or put on the prayer sheet and/or email to Regular Attenders as requested, following the policy for emailed prayers requests; pray for people as led; follow up on prayers requests.
4. Process incoming emails and answer or forward as needed; process mail and packages and distribute or delete as needed.
5. Produce weekly GraceConnect MailChimp emails, attachments, and collateral printed material as required.
6. Prepare weekly GraceNotes with visitors being the primary audience.
7. Produce other church emails as directed.
8. Create graphics to support the Sunday services and other ministries. Upload into ProPresenter as needed.
9. Review/update Planning Center Services weekly to ensure all service plan elements are accounted for.
10. Create Services plans using the appropriate template at least 3 months in advance. Adjust templates as requested.
11. Review information on Planning Center Groups on a quarterly basis to make sure group leaders keep the information current.

12. Review the GBC website at least monthly for anything that may need updating. Make sure events, sermon series, and Awana and Adventure Camp registrations are accurately reflected.
13. Communicate with guest speakers as directed.
14. Prepare missionary prayer sections of service announcements and link to Planning Center Services.
15. Maintain Planning Center events calendars (including a master calendar) as well as website and Church Center calendars.
16. Facilitate the building use process as requested, including funerals/memorials and weddings.
17. Update Planning Center People as information is received; prepare mailings as required; maintain the audiences on MailChimp. Send Adventure Camp and Awana registration emails to previous attenders that meet age requirements. (Include Awana emails in Adventure Camp invitations and Adventure Camp emails in Awana invitations.) Pass along and/or introduce age-appropriate students to GBC Youth ministries through an email.
18. Set up registrations on Planning Center as requested, ensuring that electronic liability waivers are archived for 2 years for adults and until age 20 for a minor.
19. Request reports from ministry leaders for business meetings. Suggest any edits to Executive Assistant and format for email and paper distribution.
20. Facilitate and update the church directory as requested.
21. Maintain entrance display cases.
22. In collaboration with the Executive Assistant, document all office procedures and passwords in Office Continuity binder; ensure the procedures are followed and updated.
23. Look for ways to involve volunteers in office activities; schedule, train, and supervise volunteers.
24. Other duties as assigned.

I. PERSONAL ATTRIBUTES

Leading through Example. As a public point person for GBC, the OS needs to be a Biblical role model and set a pattern before those they serve of a rightly-ordered life—with a single purpose: to glorify God. They will demonstrate:

1. **Integrity.** Modeling and encouraging Biblical values of honesty, trust, reliability, etc.
2. **Fruit of the Spirit.** Living out Galatians 5:22-23.
3. **Love and Service.** Humbly serving others in a loving way. Building chemistry and bonding with others.
4. **Grounded in Scripture.** Knowing, properly interpreting, and applying Scripture in all things.
5. **Prayer.** Demonstrating reliance on and consistency in prayer.
6. **Gifting and Self-Awareness.** Knowing and growing in his/her particular giftedness and strengths. Recognizing and accommodating his/her own weaknesses.

7. **Perseverance.** Meeting goals and commitments despite obstacles.
8. **Ministry/Life Balance.** Knowing priorities and maintaining composure under pressure.
9. **Commitment to Ministry.** Showing passion and unwavering commitment to his/her particular area of ministry (with spouse, if one).
10. **Teamwork.** Forming and leading ministry teams. Understanding typical team dynamics, and issue resolution principles.
11. **Cultural Engagement.** Displaying appropriate cultural sensitivity, and respecting others regardless of differences. Seeking to learn from other perspectives.

II. QUALIFICATIONS REQUIRED

1. A devoted follower of Jesus Christ
2. An approach to the job that reflects an attitude of 'working for God and not for man;' willing to have a plan for the day and not stick to it due to spontaneous requests
3. Strong interpersonal skills – especially the ability to speak and write clearly and concisely
4. Strong organizational skills – especially in time and task management and in office arrangement, computer-based records management, paperwork handling, etc.
5. Ability and eagerness to learn new computer software, hardware, and operating techniques quickly and independently
6. Personal initiative, diligence and perseverance despite obstacles or constructive feedback
7. A proactive eagerness to grow and adapt to changes
8. Attention to detail, able to edit other people's work and proofread all office communications
9. Able to keep strict confidence in private matters

III. EXPERIENCE NEEDED

1. Previous office experience or equivalent
2. Previous graphics design
3. Demonstrated high proficiency in computer skills, especially MS Office (Word, Excel, PowerPoint); helpful to have experience in MailChimp, Planning Center, ProPresenter, and Canva
4. Proficient in using both Windows and macOS platforms

IV. BENEFITS

1. Two weeks of PTO annually