

# Grace Episcopal Church

## Looking for an Office Administrator/Bookkeeper

Grace Episcopal Church is looking for a part-time Office Administrator who will join us as we seek to fulfill our role in God's mission to the world. The successful candidate will, ideally, begin work as soon as possible although there is some flexibility regarding the start date.

All interested and qualified persons should contact the rector, Fr. Ted Blakley on his cell phone at 620-314-7520 or at [frted.grace@gmail.com](mailto:frted.grace@gmail.com). Resumes can be emailed to Fr. Ted, dropped off at the church office (located at 20th and Main in Hutchinson), or mailed to 2 Hyde Park; Hutchinson, KS 67502. Resumes are being accepted now, and interviews will be scheduled as we are able and will continue until the position is filled.

Our current administrator will continue to handle the bookkeeping responsibilities while training and working with the new employee throughout the rest of this year or as long as needed.

## Mission of Grace Episcopal Church

Christians are called to participate in God's mission to bring healing and restoration to a broken world. At Grace, we have been called to serve Christ by ministering to the needs of the community and the parish. Our core values are hospitality and fellowship, worship and spiritual formation, outreach and service.

## Purpose of the Office Administrator

The principal purpose of the Office Administrator is to support the clergy, staff, and people of Grace in their efforts to live into their core values and fulfill their role in God's mission. This is done through serving as an administrative assistant to the rector (the lead pastor), assisting other clergy and staff, managing the office, maintaining church calendars, databases, and records, scheduling pastoral care, overseeing communications, creating publications (e.g., weekly worship bulletins, monthly newsletter), helping coordinate special services (baptisms, weddings, and funerals), and engaging in personal and professional development. The Office Administrator will report to the rector. A more detailed description of specific tasks will be discussed during the interview process.

## Character and Skills

The following identifies what qualities and skills we would like applicants to possess or exhibit. We do recognize, however, that some excellent candidates may not have every single one of the skills or proficiencies listed below. We would encourage them to apply anyway because we believe in the old adage, "Hire for attitude, train for skill."

- ✓ Has a relationship with Jesus Christ and is actively seeking a deeper relationship with him
- ✓ Warm and welcoming on the phone and in person
- ✓ Values and maintains confidentiality
- ✓ Self-motivated and highly organized
- ✓ Ability to work alone or in groups; ability to problem solve
- ✓ Self-aware, knows boundaries, knows personal strengths and limits
- ✓ Teachable with a desire to hone existing skills and to develop new competencies
- ✓ Computer literate, especially in such programs as Microsoft Word, Publisher, and Excel
- ✓ Proficient with email, internet, and various social media
- ✓ Some computer graphic skills and experience are desirable
- ✓ Be willing to work with our current administrator to learn the bookkeeping of the church and fill in with some accounting in the absence of the church bookkeeper.
- ✓ Applicants from any Christian tradition are welcome, but an understanding of the liturgical year is highly desirable.



## Summary of Benefits

- ✓ Part-time salaried position of about 16 hours per week; once bookkeeping is added, 20 hours per week will be needed.
- ✓ Pension Fund option is available for employees working 20+ hours or more
- ✓ Starting pay will be based on \$14 to \$16 per hour commensurate with experience (annual salary review)
- ✓ 10 days paid vacation per year
- ✓ 6 days paid time off per year

## Anticipated Work Schedule

The actual work schedule has some flexibility and will be worked out during the hiring process. Currently, the church office is open Mondays through Thursdays from 9:00 a.m. to 2:00 p.m. The office is staffed by the Office Administrator and a volunteer receptionist who answers phones and does other basic office tasks from 12:00–2:00 p.m. It is likely that the Office Administrator would start out from 9:00 a.m. to 1:00 p.m. on Mondays through Thursdays, and then add an hour a day once they take over the bookkeeping responsibilities. (It is also possible that they could work hours on Friday when the office is closed. Again, there is some flexibility.)

## A Bit About Grace Episcopal Church

Grace Episcopal Church is a family of believers who make our home in the heart of Hutchinson, KS. We are an Episcopal Church in the Diocese of Western Kansas that has been worshipping together since 1879. Together we worship, we serve others, we grow in faith and love of Christ, and we strengthen and support one another through all of life's ups and down. At Grace, we are a diverse community who share a deep love for the richness and history of our liturgy, coupled with a desire to remain connected to a modern and constantly-changing world. We welcome all who enter our doors. Wherever you come from, whatever your age, whomever you love, however you believe, you are always welcome here. More information can be found on our website at [www.gracechurchhutch.org](http://www.gracechurchhutch.org).

*Our Rector.* The Rev. Dr. J. Ted Blakley has been serving Grace as its rector since November 2015. Fr. Ted was ordained to the priesthood in 2014. He has a wife and four children. Fr. Ted describes himself and his calling in this way: "I am a follower of Jesus. I seek to serve God by exercising my gifts of scholarship, teaching, leadership, and compassion. My calling and passion is to draw people into the Christian faith, to ground them in their identity as God's beloved daughters and sons, to contribute to their spiritual formation and discipleship, and to equip and mobilize them to participate in what God is doing to rescue and restore the whole world."



We hope that you will prayerfully consider applying for this ministry so that we can meet and discern together what God might have in store for both of us.

