

## First Church of God Position Description

**Job Title:** Receptionist  
**Position Status:** Full-Time Regular—Non-Exempt  
Monday-Thursday 8-5, Friday 8-3

**Purpose:** **Primary:** To serve as a gateway between visitors (on the phone or in person) and office staff

### **Job Responsibilities and Duties:**

- **Primary role:** Greet visitors in person and answer all phone calls in a friendly manner
- Live out a Christian testimony to all who enter the building or call into the church
- Maintain a friendly, inviting, & service-oriented office environment
- Follow up on messages and communicate information to the appropriate party in a timely manner
- Provide assistance to ministry leaders and staff
- Execute background checks for volunteer teams
- Communicate to pastors, prayer chain, and ministry leaders any prayer requests and names of church attendees who are hospitalized or disabled, as well as any births, deaths, and weddings
- Order sympathy arrangements and communicate funeral arrangements to ministry leaders of church attendees and/or their family members
- Prepare for staff meetings, birthday parties, retreats and other staff events
- Data entry and administrative assistance including weekly church attendance
- Gather and distribute mail daily as well as assist with any mass mailings
- Prepare classrooms for upcoming classes: banners, directional signs, print outs, pens
- Keep information stations stocked and relevant
- Coordinate church and office volunteers

### **Job Skills and Requirements:**

- Demonstrated proficiency in computer skills including Microsoft Office and publishing software
- Attention to detail and follow-through on assignments and deadlines
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- A commitment to confidentiality regarding all records, both of the church staff & members
- Dependable attendance
- Spiritual gifts of hospitality, helps, service, encouragement, discernment

### **Evaluation:**

The Receptionist will receive regular performance reviews.

If interested please submit resumes to [ashley@firstchurchconnect.com](mailto:ashley@firstchurchconnect.com)