

JOURNEY CHURCH

Title **Receptionist**
Reports To: Executive Pastor
Status: Full Time
Filled By: Vacant
Revised: November 2019

JOB SUMMARY

The receptionist is responsible for providing clerical support to the staff of Journey Church. They should present a positive image to those who contact the church by phone or in person.

QUALIFICATIONS

- Be passionate about Jesus & Journey Church, and represent both with excellence
- Member/Regular Attender of Journey Church
- High School Diploma/GED required
- 1-2 years of experience preferred
- Is outgoing and has the ability to operate in a professional manner
- Proficient in the use of standard office tools: copy machine, computer, etc.
- Proficient in the use of email and Google Suite or willing to learn.
- Demonstrate organizational skills, as well as an ability to relate well with a diversity of persons: pastoral staff, office colleagues, church leaders, members, and visitors
- Demonstrate a willingness to submit to authority and demonstrates a desire to grow spiritually and vocationally.
- Maintain extreme confidence on any counseling appointments or meeting discussions.
- Demonstrate an excellent ability to get along with various personality types and working styles.
- Cooperate as a team member in relation with others who share the work environment and responsibilities.

ESSENTIAL JOB DUTIES

Responsibilities include but are not limited to...

- Participate in staff meetings upon request.
- Greet visitors as they enter the church offices and direct them as needed.
- Update the church master calendar.
- Open incoming mail and distribute it to the appropriate persons.
- Mail correspondence as needed.
- Oversee the general email accounts of Journey Church.
- Assist with the planning and coordinating of special events and services.

- Receive, screen, and direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
- Make travel arrangements and coordinate speaking engagement logistics for pastors on staff.
- Respond to the request for general secretarial support as needed.
- Perform other duties as assigned by the Executive Team.
- Agree and live by the Journey Church membership covenant.

Journey Church Membership Covenant

I will protect the unity of my church

- ...by acting in love toward other members.
- ...by refusing to gossip.
- ...by following the leaders.

I will share in the responsibility of my church

- ...by praying for its growth.
- ...by inviting the unchurched to attend.
- ...by warmly welcoming those who visit.

I will serve the ministry of my church

- ...by discovering my gifts and talents.
- ...by being equipped to serve by my pastors.
- ...by developing a servant's heart.

I will support the testimony of my church

- ...by attending faithfully.
- ...by living a godly life.
- ...by giving regularly.