



Loving God.
Loving People.
Loving Life.

Job Description:
Receptionist

Overview:

The role of Receptionist at Abundant Life Church is first and foremost to have a heart of service for Christ and support the church's mission of, "Reaching as many people as possible for Jesus Christ; Loving God, Loving People, Loving Life." This position reports to the Pastor of Pastoral Care, and is part of the Pastoral Care team. This team is responsible for all ministries related to caring for the body of Christ (church members and attendees), marriage mentoring, and local outreach.

Minimum Qualifications:

- Demonstrates a growing, positive relationship as a Christ follower
- Is a member or in process of becoming a member of Abundant Life Church
- Is familiar with Microsoft Office programs and is proficient in writing
- Education: High school graduate (or equivalent), Associates Degree or further education preferred
- Excellent verbal and written communication skills, as well as good multi-tasking skills
- Pleasant demeanor while answering and talking on the phone

Primary Responsibilities:

- Answer and track all phone calls
- Greet and direct guests that enter and leave the lobby
- Forward emails that are received by the office email box
- Ensure the reception area is kept tidy, clean and organized throughout the week
- Supports the marriage ministry as needed
- Check prayer email and send out prayer requests to prayer team
- Take mail out to mailbox in the morning and bring it up to the Accounting Office in the afternoon
- Distribute deliveries that arrive

Secondary Responsibilities:

- Enter all Connection Card items into church database
- Run and send Connection Card report to pastors and elders
- Track and send Connection Card numbers to pastors and elders
- Prepare confidential prayer requests cards for pastors to send

- Run prayer requests report and send to prayer team
- Design and stock all prayer cards for Prayer Card Team and keep envelopes stocked and labeled
- Update/maintain database information
- Enter all "New Registration" for youth and children (HV and SA campuses) from Sundays
- Help with mid-week volunteer check in
- Other activities as assigned by supervisor

General Expectations:

- Complies with Abundant Life Church policies as outlined in the Employee Handbook
- Participates in staff chapels, meetings, retreats, and events as required by supervisor
- Provides excellent customer service to fellow staff, the church body, volunteers and the community
- Is capable of dealing with highly confidential information as outlined in Abundant Life Church policies and procedures
- Able to lift 20lbs. if needed (deliveries, etc...)
- Able to Pass a Back-Ground Check

The above statements are intended to describe the general nature of this position and the level of work performed by the employee in this position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

This is a part-time (28 hours per week) position at a compensation rate of \$11.50/hour.