

ALDRSGATE UNITED METHODIST CHURCH
Job Description

POSITION TITLE: Front Desk Receptionist (Part Time Staff Position)

DATE: May 29, 2018

SUPERVISED BY: Executive Assistant

JOB PURPOSE: To be the first contact for visitors entering or calling the church and to support lay leadership and primary staff providing office support as directed

PRIMARY DUTIES:

Key responsibilities are:

- Answer telephone and greet visitors to the church
- Create scripture sheets and other bulletin inserts then insert into bulletins
- Create SS Announcement Sheet/email to SS Presidents and place in SS Books
- Keep worship attendance records
- Email reminders to scripture and offertory prayer readers
- Creates, prints, and folds a weekly church newsletter
- Verify members hospital stay and provide information to clerical staff
- Provide administrative and clerical support for Aldersgate staff
- Maintain all sign-ups; Wednesday night dinner reservations and sign-up sheets and insert Wednesday night dinner sheets into attendance pads
- Create and distribute direct mail items for special events such as post cards and newsletter mail outs
- Assist congregation members with basic support needs
- Attend monthly meeting to enhance communication with staff

SKILLS DESIRED:

- Working knowledge of MS Office Suite
- Excellent typing and computer skills
- Proven communication skills
- Strong ability to multi-task

PREFERRED EDUCATION/EXPERIENCE:

- High school diploma and secretarial experience as determined by the personnel committee