

Carmel United Methodist Church

Position Title	Church Office Receptionist
Date	July 2024
Hours/week	Part-Time, 18 hours/week
Manager	Lead Pastor

POSITION SUMMARY

The role of Receptionist will sit at the front desk, and will be tasked with greeting members and guests of the church during church & preschool business hours, whether in person, over the phone, or through email.

PRINCIPAL RESPONSIBILITIES

Responsibilities included but not limited to:

Reception

- Assisting guests and members as they arrive, managing their needs appropriately, and being a friendly, welcoming presence
- Answering phones, emails, and voicemails
- Handling incoming and outgoing mail (daily)
- Following and enforcing the security needs of the preschool during school hours (9am-1pm)
- Coordinate volunteers to fill in reception as needed
- Assist staff with tasks achievable during working hours, as available and needed

Congregation Care

- Maintain prayer & hospital list daily and communicate as needed
- Confirm hospital visitation schedule and plan for visits with on-call pastors
- Update church leadership and staff of changes and needs within the congregation and its members as needed
- Record worship attendance & prayer requests weekly (Monday mornings)

KNOWLEDGE, SKILLS, ABILITIES AND COMMUNICATIONS

A. Specific Technical Knowledge	Google Suite, Microsoft Office Suite (including Microsoft Publisher), Church Community Builder (Pathway)
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B. Self-Management	Works autonomously—independent decision maker Self-directed, self-starter
C. Leadership	Approachable and friendly. Willing to help where needed in the office and ministries of CUMC and to work as a team for the benefit of the church. Discrete in all matters related to the church membership. Comfortable working in an ever-changing environment
D. Educational Requirements/Experience	Relevant work experience preferred

ADDITIONAL INFORMATION

This position will work Monday, Tuesday, Wednesday, Thursday 8:45am - 1:15pm in the office.

Reliable transportation required.

To apply, please send a resume to Shaina Murphy at smurphy@carmelumc.org