

Carmel United Methodist Church

Position Title	Church Office Receptionist
Date	April 2025
Hours/week	Part-Time, 20 hours/week, Temporary
Manager	Church Administrator

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 and 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 and package deliveries (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 task achievable during working hours, as available and needed
- Maintains a clean front office and lobby area

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 it's 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)
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 – 2:00pm in the office.

Reliable transportation required.

To apply, please send a resume to Staff Parish Relations Committee at staffparish@carmelumc.org