

RECEPTIONIST

Purpose: To create an environment of hospitality, to assist and direct those who call or come to the Church Office, and to provide staff clerical support as directed by the Parish Administrator.

Reports to: Parish Administrator

Annual Review: Parish Administrator

Paid Position? **Full time** **Part time** or **Ministry**

Specific Responsibilities of this Position include:

- Answer incoming calls, direct calls, take message
- Distribute incoming mail, stamp outgoing mail, keep log of postage expenses
- Hand address and mail birthday cards each month
- Receive, record, and monitor reservations for parish activities
- Provide proofreading services
- Maintain adequate level of office supplies and process special orders
- Prepare postage expense report for finance office
- Schedule and maintain roster for use of church (vehicles (van, bus, etc.)
- Perform assorted duties requested by staff as directed through Parish Administrator