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| **Position title** | Receptionist | **Date Reviewed** | *6/30/2019* |
| **Position description** | Part Time (Wednesday-Friday 8:30am-4:30pm) | | |
| **Position supervisor** | Resource Pastor | | |

**Job Purpose**

CWC exists to make more and better disciples who transform the community and resource the church. To this end, the members of the CWC Receptionist Team serve as the “front door” to CWC, her employees, and ministries, providing hospitality and administrative support for both the staff and congregation members.

**Duties and responsibilities**

- The duties of each member of the receptionist team are determined by the day of the week upon which they serve.

- Greet people who come into the office or call the office in a warm, courteous, and professional manner

- Maintain an uncluttered and organized office area

- Facilitate upkeep of workroom ensuring it is orderly, up to date, and well stocked with administrative supplies

- Assist with ministry projects as needed

- Manage incoming phone calls, media, postage, copies, and mail for the congregation and staff

- Pass on information from calls or emails to appropriate pastors

- Support Congregational Care by ordering flowers for those who are ill or in crisis (as determined by a pastor)

- Act as point of contact for whereabouts of staff and needs of parishioners

- Update profiles in MyCWC as needed

- Review Connect Cards and pass on appropriate information

- Create staff meeting prayer sheets

- Provide assistance to pastoral activities such as the on-call schedule, communion, staff meetings, etc.

- Produce and send prayer requests to the congregation

- Communicate well between receptionists to cover all responsibilities for the week

- Attend weekly staff meetings as schedule allows

- Schedule and confirm volunteers to cover desk for meetings and on Sunday mornings

**Basic personal responsibilities**

Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation

-Maintain proper priorities in your home and be a spiritual leader to your spouse and children, if married

-Develop personal evangelism opportunities within and outside of the church

-Financially support the work of CWC by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%

-Agree to uphold the CWC Staff Conduct and Lifestyle Agreement, the Employee Fraternization Policy, the Confidentiality Agreement.

**Working conditions**

Working with a wide variety of personalities from the congregation and community looking to CWC for support

**Physical requirements**

Nature of work is primarily sedentary.

**Direct reports**

None