



Position Title: Receptionist

Reports To: Church Administrator

Status: Non-Exempt, Part-Time

Effective Date: September 2020

Job Summary

All Denver United Methodist Church employees are expected to positively promote the vision of the church, and encourage members and the community to become passionate followers of Jesus Christ. More specifically, the Receptionist will be responsible for communicating with all visitors and vendors via phone, email, and in person. The Receptionist will also perform general office management tasks, while providing administrative support to staff members as needed. This position requires someone who is reliable, punctual, caring, and organized.

Primary Responsibilities

1. Front Desk Reception
 - a. Strive to personally answer all incoming phone calls
 - b. Greet visitors and vendors and walk them through the check-in process
 - c. Maintain a tidy reception area and church office
 - d. Check the general voicemail messages and make sure they get to the appropriate staff person
 - e. Knowledgeable of church services, missions, and outreach opportunities
 - f. Understanding of staff and church leadership structure
 - g. Ability to limit and defer solicitors
 - h. Capable of speaking to persons in need and knowledgeable of the steps to take in order to try and help them
 - i. Sign for deliveries and notify the appropriate staff person

2. Administrative Tasks
 - a. Respond to general inquiries via email in a timely manner
 - b. Support to other staff members as needed
 - c. Ability to make copies, scan documents, and send faxes
 - d. Strive to learn all functions of the copier and other office equipment
 - e. Keep pastor/staff informed of all hospitalizations, deaths, and births

General Duties

1. Attend staff meetings/gatherings as able.
2. Attend all events as required by the Senior Pastor.
3. Be willing to support the overall needs of the staff team as required by the Senior Pastor.
4. Support and live out the vision of Denver United Methodist.
5. Abide by all current policies and procedures outlined in the Denver UMC Employee Handbook.

Job Specifications

Education or Training:

- College Degree preferred
- Experience in administrative support

Knowledge and Skills:

- Must demonstrate a working knowledge of Google software programs and use of the Internet
- Required to learn and use “Elexio” Church Management Software
- Must possess efficient, caring and discerning telephone and interpersonal skills
- Must have a heart for ministries of Denver UMC
- Must have good interpersonal and organizational skills

Requirements:

- Personal relationship with God
- Dedication to continued spiritual development
- Must maintain confidentiality
- Submit to a background check, drug test and abide by the Safe Sanctuary Policy

Leave Time:

- As outlined in the Employee Handbook