



OVERVIEW

The receptionist supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by welcoming and directing visitors—in person and over the phone, creating a warm and welcoming atmosphere where staff and clergy can minister to visitors.

RESPONSIBILITIES

- Answer and route incoming telephone calls.
- Welcome and route in-person visitors.
- Assist with general office tasks when requested.

RELATIONSHIPS

Receptionists work closely with administrative staff.

TIME COMMITMENT

- Each shift is for 4 hours: either morning or afternoon, Monday through Friday.
- Schedule is created and distributed monthly.
- Volunteer may accept as many or few shifts as desired. Volunteers may choose to work a set number of shifts every month or simply be available as an occasional substitute when needed.

SKILLS AND INTERESTS

General telephone and communications skills, desire to work with people.

RESOURCES AND TRAINING

Training will be provided.

Curious? Interested in this ministry?

Contact church member Julia Aden at adenjw@comcast.net or 615-975-2752.