



SPRING HILLS BAPTIST CHURCH

LIVE LOVE LEAD LIKE JESUS

JOB DESCRIPTION FORM

Ministry Area	Church Administration		
Location	Administrative Office		
Job Title	Receptionist		
Reports to	Cathi Lucas	<i>Title</i>	Church Business Administrator

Salary Range:	Current Compensation:	Type of position:	Hours
\$10 –\$12 per hour		<input checked="" type="checkbox"/> Part-time	24 / week Nonexempt Hourly Worker

GENERAL DESCRIPTION

Responsible to be the first point of contact for those calling or visiting the church. Directs or screens all incoming phone calls and provides direction to those visiting, including issuance of a visitor badge. Requires in-depth knowledge of the church and its ministries, or the ability to stay current in order to properly answer and direct inquires. Monitors security cameras. Assists with maintenance of Facility Scheduler and Realm database. May also be requested to assist with document distribution and production. Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.

WORK EXPERIENCE REQUIREMENTS

- Must have pleasant demeanor and excellent verbal and written communication skills. Must have knowledge of Microsoft Office software, ability to learn church administrative software, computerized calendar experience, photo copy and document assembly and ability to multi-task. Must use discretion and maintain confidentiality.

EDUCATION REQUIREMENTS

- High School Diploma
- Associates Degree in business education or 3-years experience in a business office position

ANNUAL ASSESSMENT KEYS

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| 1) Punctual, Reliable, Dependable | 5) Takes Initiative/Resourceful/Problem Solving |
| 2) Planning/Organization/Follow-through | 6) Accepts Guidance/Direction/Responsive |
| 3) Communication – Courteous/Professional, Discrete | 7) Attention to Detail – Seeks Excellence |
| 4) Resource/Equipment Stewardship | 8) Servant Mindset – Focus on Others |
| | 9) Growth – Spiritual & Professional |

Spiritual Gifts

Administration/Serving

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	