

# Pearce Church

## Job Description

Position Title	Department	Reports to
Receptionist	Church Office	Operations Director
Employment status	FLSA status	Effective date
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	

### Position Summary

The receptionists welcome everyone, provide a valuable support to the staff and are in a position of being “the face of Pearce.”

### Essential Duties and Responsibilities

- Answer the telephone and change phone messages, as needed
- Greet visitors to the church and have them sign in/out
- Help maintain building security as first member of staff with a visual on main entrance/exit points
- Sign children and therapists in and out of the P4K programs utilizing P4K online database
- Receive payments or contributions, as needed, and enter into “Fund Tracking” spreadsheet prior to passing along to the Church Bookkeeper or P4K Bookkeeper
- Keep Adult Sunday morning ministry attendance records
- Administrative support for the Food Cupboard
  - Make client appointments
  - maintain records
  - interact with clients and volunteers and prepare intake papers
- Assist in collecting information for requests for: baptism (adult/infant), dedication, membership, etc.
- Receive and direct all prayer requests, as needed
- Proof communications publications, as needed
- Obtain information from Compassion Fund requestors and assist with form completion, before passing along to the Administrative Team for decision and follow-up
- Pass on congregational care needs to assigned pastor on-call/care team member(s)
- Assist people in registering for events or groups on the church management system and any payment that is associated.
- Prepare bereavement, thank you, get well, encouragement cards for the congregation as needed.
- Address and send birthday postcards/cards to all P4K Children and elderly in the church.
- Assist P4K with additional tasks or projects
- Assist the church office staff with additional tasks or projects

### Qualifications:

- Associate degree or higher in Administrative Assistance or related field preferred
- Pass a background check
- Comprehensive understanding of Microsoft Office software and database systems
- Strong communication, comprehension, multitasking, interpersonal, customer service, and hospitality skills
- Familiarity with Pearce Church and its ministries

## Physical Demands

- While performing the duties of this job, the employee is regularly required to sit and talk or hear
- The employee frequently is required use fingers, tools, or controls
- The employee is required to stand and reach with hands and arms
- Specific visual abilities required by this job include close vision, color vision, and depth perception
- The employee may have to lift up to 20 lbs. on occasion

## Evaluation and Compensation

The Receptionist reports to and will be annually reviewed by the Operations Director. Compensation is reviewed annually by the Operations Director and the Pearce Church Finance Director and submitted to the Pearce Church Board for approval.

I have read and received a copy of my job description. I understand this description in no way states or implies these are the only duties to be performed by the employee of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

### Reviewed with employee by:

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Received and accepted by:

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Pearce Church/Pearce 4 Kids is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

Copy to Employee File

Copy to Employee