

JOB DESCRIPTION
Church Receptionist/Office Support

General Description: The Church Receptionist/Office Support will be a significant member of the Ministry Team of First United Methodist Church. As the “first point of contact” for both the congregation and community, they must possess strong people/communication skills (both in person and on the phone) and be eager to serve and care for others. Must have strong organizational and computer skills (MS Word, Excel, Publisher). General knowledge of the Jackson community is helpful.

This is a part time position with suggested hours: Monday-Thursday from 9am - 3:00 pm.

Duties to include:

- Answer phones and doorbells and forward calls and inquiries to appropriate Staff persons
- Create and publish weekly bulletins for Sunday Worship, as well as additional worship bulletins (Ash Wednesday, Maundy Thursday/ Good Friday, Longest Night Service, Christmas, and special musical programs)
- Distribute bulletins to worship participants and mail to others upon request
- Gather attendance information on Sunday Worship (on-line and in person attendance) and document in Servant Keeper (church information database)
- Order Chancel Flowers
- Prepare and distribute DVDs of Sunday Worship (if requested)
- Read (and distribute as necessary) church email
- Attend Weekly Staff Meeting (2 pm Tuesday)
- Assist in distribution of monthly newsletter (Parish Tidings)
- Provide clerical support for all staff
- Assist Communications Director with other print media for the church:
 - Letters to congregation
 - Flyers for church groups

(draft #2 – 8.10.21)