

## **First Baptist Church Round Rock Texas**

### **Updated 12-2025**

**Position:** Receptionist

**Classification:** Non- Exempt

**Status:** Full Time; Currently Mon-Thurs 8:30am – 5pm

**Supervisor:** Business Administrator

**Supervises:** N/A

#### **General Responsibilities:**

Greet visitors, provide directions, answer incoming telephone calls, assist with benevolence cases that come into the office, distribute mail and update activities in the system.

#### **Specific Responsibilities:**

- Greet and respond to all members and visitors while maintaining a professional and warm reception atmosphere
- Keep watch of the security cameras, especially the main doors
- Answer incoming phone calls, take messages, and route calls to the appropriate staff person in a timely manner
- Ensure adequate phone coverage during all hours of operation
- Keep up with Church calendar and event information
- Schedule door locks for all events as noted in the Church calendar
- Receive and respond to church office emails
- Assist with benevolence cases that come into the office, praying with those who request prayer
- Purchase and log gift cards from HEB Customer Service for Benevolence as needed
- Perform all mail room activities; receive mail and packages, distribute mail to appropriate mailboxes, maintain the postage machine, etc
- Update Zoom phone system as needed for non-working hours, holidays, and special events
- Provide backup clerical assistance to all Administrative Assistants
- Maintain supplies in workroom and place special orders as requested
- Arrange Service Requests for office machines
- Update Staff Roster, Phone Extension List and Mailbox Labels, Ministries Chart, Admin Teams Chart and Organization Chart as changes occur
- Serve as Church Secretary, taking minutes of Regular and Special Called Church Conferences; signatory for other Secretarial duties as required by the Business Administrator
- Assist Finance Department in logging and properly coding all credit card receipts
- Perform other duties as assigned by the Business Administrator

**Essential Skills:**

- Knowledge of office operations
- Ability to maintain confidentiality
- Ability to work well with other staff and church membership
- Strong verbal, writing, and listening skills
- Computer, database and internet skills
- Effective time management and organization skills
- Accurately works with multiple tasks in detail
- Ability to learn new technologies
- Ability to proofread documentation

**Preferred Skills:**

- Operate copy machines
- Operate multi-line phone system

**Qualifications:**

- Has a demonstrated personal relationship with Jesus Christ
- Born-again believer committed to Christian principles and Baptist doctrine
- Servant leadership
- Strong desire to serve Christ through the local church
- Member of a Bible-believing, evangelical church; member of First Baptist Church Round Rock preferred
- High school diploma, some college preferred
- Two years training and experience in office systems and equipment

**Annual Evaluation By:** Business Administrator