



Bethel Church Job Description

Job Title: Receptionist
Prepared: December 2025

Position Overview

The Receptionist serves in the critical role of being the first point of contact for Bethel Church. The Receptionist helps to manage the front desk on a part-time basis and performs a variety of administrative and clerical tasks, as assigned.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

- Provide a warm welcome to callers and visitors, answering or referring inquiries and/or offering assistance to visitors, regular attenders, and members.
 - Greet and welcome guests as soon as they arrive in the office.
 - Direct visitors to the appropriate person and office.
 - Answer, screen, and forward incoming phone calls.
 - Provide basic and accurate information in-person and via phone/email.
 - Receive, sort, and distribute daily mail and deliveries.
- Work with volunteers to prepare the church bulletin (Bethel Weekly).
 - Coordinate and maintain relationships with office volunteers.
 - Assist with the printing and preparation of the Bethel Weekly.
- Assist Office Manager with administrative tasks
- Provide administrative support as requested
- Other duties as assigned

Qualifications

Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to openly communicate with other staff members and is responsive to others in their communication
- Personable, friendly, courteous, responsive
- Takes initiative to resolve conflict in a biblical manner
- Teachable
- Confidential
- Team player

Skills and Talents

- Strong organizational skills
- Proficient computer skills
- Excellent verbal and written communication skills
- Ability to multi-task, meet deadlines, and maintain composure in high pressure situations
- Begin and end projects within a reasonable timeframe
- Works well with others and within a team
- Energized by non-routine assignments
- Professional attitude and appearance
- Customer service attitude

Education and Experience

- Regular attender of Bethel Church preferred
- Work experience as a Receptionist, Administrative Assistant, or similar role
- Experience with Microsoft Office products
- Exposure to church work environment preferred

Reporting Relationships

Immediate Supervisor

- Office Manager

Partners with

- Bethel Staff

Status and Work Schedule

- This is a part-time (approximately 10-12 hours/week), non-exempt position.
- Tuesdays 12:00-4:00 and Thursdays 9:00-2:00, with more hours as needed to fill gaps in front desk schedule.
- Attend monthly staff meetings in order to stay well informed and connected with team, preferred.