**Job Title:** Church Receptionist

**Job Summary:**  
The Church Receptionist serves as the first point of contact for visitors and callers, providing a welcoming and professional presence. This role is responsible for answering and directing phone calls, managing building access, and handling incoming and outgoing mail to ensure smooth daily operations.

**Key Responsibilities:**

* Answer and direct incoming phone calls in a courteous and professional manner.
* Greet and grant entry to visitors, ensuring security procedures are followed.
* Sort and distribute incoming mail to the appropriate recipients.
* Prepare and process outgoing mail, including packages and special deliveries.
* Maintain an organized and tidy reception area.
* Provide basic information about church services, events, and office hours to callers and visitors.
* Assist with administrative tasks as needed.

**Qualifications:**

* Strong verbal and written communication skills.
* Friendly and welcoming demeanor.
* Ability to handle phone systems, basic office equipment and software, and all Microsoft applications including Teams, Word, and Excel.
* Organizational skills and attention to detail.
* Ability to maintain confidentiality and professionalism.