



**Ministry Description**  
**Receptionist, Mountain City Church**

**Principal Function:**

The Receptionist is responsible for being the first point of contact for receiving calls, greeting people, and receiving items delivered to the Church.

**Working Relationships:** Reports to and is directly accountable to the Operations Executive.

**Responsibilities:**

1. Maintain and facilitate a professional environment which is based in the shared belief in the mission, vision, and values of Mountain City Church.
2. Direct and screen all incoming calls to the corresponding staff member. If need be, take notes on any phone conversations to give to the corresponding staff member.
3. Answer the door and notify staff members of any visitors that is requesting to meet.
4. Sign for, accept, and deliver all incoming packages and mail.
5. Coordinate the birthday and anniversary list with the pastors and prepare the cards for the Senior Pastor and wife to sign and mail out.
6. Maintain and replenish when needed all church office supplies.
7. Restock balcony and first row pews with required material.
8. Maintain and replenish when needed reading materials, pamphlets and refreshments in the receptionist waiting area and in the church lobby.
9. Order flowers and DoorDash gift cards and submit purchase orders on any orders made.
10. Maintain and provide an updated staff phone list, prayer list and hospitalized members list.
11. Manage and coordinate the lost and found items back to members or to donation centers.
12. Actively engage in the life of Mountain City Church by gathering, connecting, serving, tithing, and inviting.
13. Perform other duties as assigned.

I have read and received a copy of the above job description and agree to fulfill the mentioned responsibilities. If I have any questions concerning what is expected of me, I will speak with my supervisor identified above.

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Signature

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Date