



## **Receptionist/Administrative Assistant**

### **Main Street United Methodist Church**

**306 South Main Street  
Kernersville, NC 27284**

The Receptionist/Administrative Assistant of Main Street UMC is a vital part-time operations support position supporting the church's ministries.

***Our Vision: Fostering vital communities through love and life-changing experiences.***

***Our Mission: We exist to make disciples of Jesus Christ for the transformation of the world.***

#### **General Responsibilities**

- Display positive attitude.
- Embrace change within an everchanging Christian environment.
- Exercise sound judgment to protect the emotional welfare of the congregation.
- Maintain open and active communication with staff and congregation.
- Mindful that any information shared with you should be kept confidential.
- Stay up to date with Church activities.

#### **Weekly Responsibilities:**

- Phones and walk-ins (primary)
- Schedule and manage volunteers for Sunday services and weekday Welcome Desk
- Manage Mail
- Wed. dinner reservations (Sept.-May)
- Order rosebuds
- Attendance records
- Letters for memorial gifts
- Send Wednesday Worship email
- Receive prayer request calls and distribute the requests

#### **Ongoing Responsibilities:**

- General support to staff and church committees
- Backup for Sunday bulletins, prayer chain, and Thursday emails
- Set up Livestream events online
- Never Forget ministry— primary support for this committee

#### **As needed Responsibilities:**

- Poinsettia orders (Dec.)
- Older Adult luncheon—schedule, send emails and invitations (quarterly).
- Manage Welcome area
- Printed materials
- Jump in and handle projects as they arise, learn new things!
- Brainstorm and be a part of the team!

**Place in Organization:** This position reports to the Business Manager

**Knowledge and Skill Requirements:**

-Equivalent Experience

- 1) minimal High School Degree or equivalent
- 2) Familiarity with usage of Microsoft Office products and Church software programs.

-Additional Qualifications

- display spiritual maturity.
- demonstrate patience with congregation and with co-workers

**Position Contacts:** This position requires frequent contact with the Business Manager for the purpose of coordination and update.

**Magnitude:** What are the areas with measurable results upon which this position has direct or indirect impact? Assisting the church in operating efficiently with minimal operational disruptions.

**Areas of Impact:** Office operations and congregation updates.

**Compensation and Benefits**

Salary is commensurate with experience. This is a part-time position (approximately 19 hours weekly (9AM-1PM Monday-Thursday, 9AM-12PM Friday Weekly). This part-time position does not include MSUMC benefits.