

## **COWBOY FELLOWSHIP – ATASCOSA COUNTY**

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Jourdanton, TX 78026

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### **RECEPTIONIST JOB DESCRIPTION**

**Job Title:** Receptionist

**Position Status:** Full-time Support Staff; Hourly, Mon-Fri 8am-5pm

**Supervisor(s):** Office Manager

**Purpose:** The Receptionist serves the church pastoral staff and ministry leaders by working as a support system by efficiently performing administrative responsibilities which will enhance the ministry and mission of Cowboy Fellowship.

**Responsibilities and Duties:** The following list is a general list that should be used to broadly outline the responsibilities of the employee who holds this position. This list is only a guide to help clearly define some of the most common tasks the person in this position is expected to fill. Other tasks will be required of you. This list is subject to change at any time for any reason and without notice.

- Always maintain appropriate confidentiality of all church records and correspondence.
- Answer the phone courteously and professionally and respond with sensitivity to requests and needs.
- Greet visitors and church congregants courteously and helpfully when they visit the church office.
- Acts as the Ministry Assistant for Senior Pastor, Associate Pastor, Connections Pastor and Office Manager.
- Communicate on behalf of the church using a good understanding of the English Language (grammar, spelling, punctuation).
- Communicate with church leadership, staff, and congregation in a timely manner utilizing available resources such as email, website, social media, bulletin, etc...
- Assist in maintaining current data in the church management system by entering and updating information and correspondence for individuals and families.
- Monitor Gloop texting system and disseminate communications and information accordingly.
- Provide general administrative support to the Connections, Student, and Outreach ministries as needed.
- Assist with special events, to include advertising, creating, and printing materials, decorations, and setup/breakdown.
- Work directly with the Associate Pastor with:
  - benevolence requests from the community.
  - counseling session scheduling and resources.
  - funeral/memorial service arrangements.
- Place orders for supplies and resource materials as requested by staff and ministry leaders.
- Maintain the church website and app with updated information and events.
- Create and schedule appealing and informative social media posts for church accounts.
- Prepare bulletins and other handouts for Sunday worship services.
- Prepare the sanctuary weekly for Sunday worship services.
- Keep the church office reception area, workroom, and supply closet in an orderly fashion.
- Secondary job tasks, when needed, included creating Sunday Bulletin with Sermon notes, updating soundbooth ProPresenter with sermon plan and updating the online worship script.

- Be ready and willing to help in special situations or respond to any reasonable request that is made by the church or other staff, especially in the absence of the Office Manager and/or Media Promotion Technician.

**Knowledge, Skills, and Abilities:**

- exhibits a personal and growing relationship with God
- demonstrates a commitment to teamwork and takes supervision well
- adjust to ever changing workflow and to multi-task
- offer creative ideas to enhance the ministry and efficiency of the ministry teams
- create images in Canva for Facebook posts, posters, t-shirts, sermon images with bumper and bulletins
- demonstrates strong organizational skills, recordkeeping, attention to detail, and follow through of tasks
- possesses highly effective interpersonal and communication skills, both written and verbal
- exercises discretion with confidential information
- possesses technology skills such as general operating, Microsoft Suite applications, Google Drive, Google Calendar, social media, graphic design, etc.
- possesses conflict management skills
- willing to submit to a background check as a condition to employment

**Working Conditions and Physical Effort:**

While performing the duties of this job mostly in a church office environment, the employee may be required to stand or sit for extended periods of time, walk distances across the church campus, and lift and/or move objects up to 25 pounds. Repetitive motion of upper body and good vision required for extended use of computer.