

TRIAD BAPTIST CHURCH

Church Office Receptionist

Ministry Overview

Triad Baptist Church is a vibrant community of faith dedicated to worship, fellowship, and service. Our mission is to worship God, connect with one another, serve our community, and reach the world with the love of Christ.

Job Overview

The Church Receptionist serves as the first point of contact for Triad Baptist Church, offering a warm and professional welcome to all who call, visit, or email the church office. This position plays a key role in our hospitality ministry by ensuring guests, members, and staff are connected efficiently and graciously.

Knowledge, Skills, & Abilities Required

- Strong written and verbal communication skills
- Professional and welcoming demeanor with excellent interpersonal abilities
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to multitask and manage time effectively
- High attention to detail and accuracy
- Consistently demonstrates professional conduct, attire, and work ethic

Qualifications

- Commitment to serving Christ and His church
- Discretion, maturity, cultural sensitivity, and confidentiality
- Proficiency with office technology, telephone systems, and standard software
- Strong organizational skills and ability to work independently
- Exceptional command of conversational English and grammar

Primary Responsibilities

- **Phone Reception:** Answer and direct incoming phone calls with professionalism and courtesy
- **Guest & Volunteer Relations:** Greet all visitors and guests in a warm, friendly manner; notify staff of their arrival or assist as needed; volunteer coordination
- **Staff Support:** Relay messages and connect guests to appropriate staff members via phone, email, or in person
- **Door Monitoring:** Manage access to the building by answering and monitoring the main entrance
- **Mail & Deliveries:** Receive and distribute mail, deliveries, and packages to appropriate departments

- **Hospitality & Organization:** Maintain a tidy, welcoming reception area; assist with light hospitality tasks as needed (e.g., making coffee, offering water)
- **Administrative Assistance:** Provide basic support to staff, including data entry, printing, sorting, and organizing documents
- **General Reception Duties:** Assist with other tasks that support the overall mission of the church and day-to-day office operations

Other Expectations & Opportunities

- Agreement with Triad Baptist Church's Statement of Faith
- Active membership in the local church

Work Environment

This position is performed on-site in a front office setting and requires sitting, standing, and occasional light lifting (up to 20 lbs).

Accountability

This position reports to the Executive Director and works in coordination with the Creative Communications Director and other ministry leaders. On occasion, you may be asked to perform additional duties to support the ministry of the church.

Application Process

Interested candidates are invited to submit their resume and cover letter to:

 tbcnow.org/employment-opportunities

