

ABOUT THE CHURCH OF ST. JOHN THE DIVINE: The Church of St. John the Divine is a vibrant Episcopal Church centrally located in Houston, Texas. Founded in 1940, St. John the Divine has a membership of over 2,500 families and we welcome an average of 900 people to six diverse worship services each Sunday. We are an inclusive and welcoming community of Christians with diverse backgrounds committed to “Changing Lives for God in Christ”. Our vision is to GATHER in Christ-centered worship and fellowship, GROW in Biblical faith and discipleship, and GO in mission to serve others. St. John the Divine is an open community, welcoming people wherever they are on their faith journey.

Principal Functions: The Receptionist is responsible for creating a positive and welcoming first impression by representing the voice and face of St. John the Divine. This position requires a friendly telephone voice, a high level of energy, the capacity to work with many personalities while independently juggling a variety of duties. The most important assets are a willingness to initiate, anticipate, and participate with a smile on your face. This is a full-time, benefits eligible non-exempt position following a Sunday – Thursday schedule.

Responsible to: Director of Membership

Qualifications for the Position:

- A genuinely caring, courteous, and patient attitude that is welcoming to all.
- Maturity of character balanced by an extraverted personality with cultural sensitivity, compassion, discernment, and confidentiality.
- Good organizational skills with the ability to work with minimal direct supervision.
- Ability, focus and discipline to successfully multi-task and maintain composure in a loud, fast-paced environment.
- Attention to detail and accuracy.
- Familiarity with the nature of a church congregation, worship services, programs, and events.
- Commitment to support the mission of The Church of St. John the Divine and the Episcopal Church.

Education and Experience Requirements:

- Bachelor’s degree preferred.
- Minimum of 2 years of reception experience, preferably in a church or non-profit setting.
- The ability to learn a variety of systems, including telecommunications, databases, and a multifaceted CRM.
- Knowledgeable and experiences with the Microsoft Office suite of programs.

Duties include but are not limited to:

- Warmly welcome and assist visitors, guests and people-in-need who enter the church.
- Stay current with St. John the Divine’s services, programs, and special events.
- Respond to general inquiries as they occur (in-person, email, phone).
- Maintain the professional appearance of the reception area and entrance way, daily.
- Update the staff phone lists when necessary and assist with phone voice mail set-up.
- Order and maintain office and hospitality supplies.
- Maintain and update reception processes, as needed.
- Provide administrative support for the Connect Ministry, as needed.
- Other duties as assigned.



Receptionist Job Description

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my ministry or Church without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager and/or HR. I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Supervisor's Signature

Date