

**FIRST UNITED PRESBYTERIAN CHURCH**  
**TUESDAY RECEPTIONIST**  
**MINISTRY DESCRIPTION**



**Objective:** You will help FUPC to glorify God through faithful service and nurturing fellowship by creating a friendly, welcoming environment for all who may call or visit FUPC on Tuesday mornings.

- Result #1:** The Tuesday Receptionists volunteer once every 6 weeks, based on the schedule created by a Receptionist coordinator.
- Result #2:** Phone calls are answered in a friendly and timely manner, and clear messages are left for the staff.
- Result #3:** Everyone who enters the church is greeted.
- Result #4:** The receptionists monitor the entrances to FUPC by watching the cameras on the front desk computer.
- Result #5:** The receptionists input the Sunday morning worship attendance into the church database.
- Result #6:** Other non confidential office tasks is completed as time allows and as assigned by the office staff

**Team Composition (number):** 6

**Time Commitment:** 2 hours every 6 weeks (9am-11am Tuesday morning)

**Special Talents and Skills Preferred:** Computer skills

**Spiritual Gifts:** Any of the following: Administration, Helps, Mercy, Hospitality

**Support and Accountability:** Office Staff

**Resources and Training Provided:** Learn how to use the church database, other training on specific tasks as needed

**Requirement:** None

*Thank you for considering this important ministry.*

**Revised June 2017**