

Saint Andrew Presbyterian Church (PCUSA)

21206 Timberlake Road

Lynchburg Virginia 24502

Website: www.sapclynchburg.org

Office: 434-239-2788

Position Announcement 8/24/2026

Part-Time Church Receptionist 20 hours per week

Saint Andrew Presbyterian Church seeks a qualified candidate with excellent communication and organizational skills to serve as our part-time church receptionist. The position requires a person who demonstrates professionalism, patience, multitasking and is trustworthy when handling sensitive or private information.

This chosen candidate will greet visitors during the week and assist the pastors, staff, and congregation in doing God's work. Expectations of the church receptionist are as follows:

- Maintain church office hours Monday through Friday 9:00 am - 1:00 pm.
- Perform duties relating to communication that include welcoming visitors, answering phone calls, church email, and forwarding information to the pastors and committees.
- Coordinate church calendar, facility use, equipment servicing, supply orders, subscription services, outdoor sign messages, and processing daily mail.
- Assist the staff, church members, Session, and Board of Deacons committee with tasks as described in the operations manual, including the annual reports required by Presbytery.
- Manage the membership database of Saint Andrew members with the Session committees' oversight.
- Be up to date with the functionality of Google Suite regarding emails, calendars, contacts, and Google Drive. Also, use Microsoft Office utilities for regular documents or publications along with other Apps that may be implemented.
- Serve as the St. Andrew Preschool liaison for events, inquiries, and supply needs.
- Perform other tasks or special projects as assigned.

Saint Andrew Presbyterian Church (PCUSA) Church Receptionist Position con't.

Minimum requirements:

High School Diploma

Skills using Microsoft Office, Google Suite, Social Media

Minimum of 3-5 years of similar experiences in business, church or nonprofit

Experience assisting others in a service position, or receptionist/coordinator experience.

A federal background check with a clear report is required for this position, and the church will pay the cost.

Preferred:

College courses in communication and/or time management.

Experience or certifications in office technology applications

Benefits: one week paid vacation after six months of employment and holidays posted each calendar year with Session approval.

Compensation: range \$19.00 - 21.00 per hour depending on experience, payable monthly

Accountability Structure: The church receptionist is accountable to the two co-pastors and the personnel committee. Church committees will work with the church receptionist on specific projects during the year.

Physical Requirement

Visual acuity, speech, and hearing; hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and technology. Subject to sitting, reaching, walking, twisting, and kneeling to perform essential functions. Ability to lift up to 40 lbs.

We look forward to receiving email communication from interested applicants by including a resume, letter of interest, and list of two references to:

personnel@sapclynchburg.org. Review of resumes will begin September 15th and the listing will remain open until the position is filled.

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