



Position Title:	Reception Ministry Partner (MP)
Hours/week:	3-4 hour shift weekly, bi-weekly or monthly
Reports To:	Receptionist/Lead Team Assistant
Classification:	unpaid volunteer

This volunteer position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Phones - Answers the reception phone promptly and courteously; responds to the inquiry personally or transfers the call to the requested extension/voicemail
2. Guests - Kindly greets guests and offers refreshments and a pleasant waiting area while doing the following, as needed:
 - Alerts the requested staff member to the guest's arrival
 - Listens to the guest's needs and offers solutions
 - Provides information on Woodmen groups, services, etc.
 - Accepts and signs for deliveries
3. Assists staff
 - Alerts staff members to issues raised by attendees and callers that require attention
 - Helps staff with various tasks as requested
4. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Strong people skills and some multi-tasking abilities
4. Good clerical skills and typing ability with basic computer knowledge
5. A pleasant, patient personality with a heart for hospitality and a desire to serve the Woodmen congregation and staff
6. This position requires mostly sedentary work with some light lifting