



FRONT DESK / CONGREGATIONAL CARE

Job Title: Front Desk / Congregational Care

Reports to: Head Pastor / Head of Staff

Work Schedule: Full-time; Monday-Thursday 8:30 AM – 4:30 PM; Friday 8:30 AM – 3:00 PM

Salary: Based on experience

Effective Date: Immediately

Location: On premises. Not eligible for a Work at Home option

Position Overview:

This position will primarily be responsible for controlling the flow of phone calls and visitors to the church facilities, as well as providing support for congregational care.

Front Desk Responsibilities:

- Create and maintain a warm, welcoming atmosphere for visitors
- Control secured access to building and office areas
- Manage and maintain church calendar
- Monitor and respond to church emails
- Assist visitors and callers in a professional, friendly manner
- Receive and distribute incoming and outgoing packages and mail
- Provide assistance with special events and functions
- Support other staff members and teams as needed

Congregational Care Responsibilities:

- Promote lay involvement in Tab's ministries
- Develop and implement tools to help members identify their gifts and talents
- Establish and manage a database of volunteers and ministry opportunities
- Coordinate Usher teams for worship services
- Assist with various facility tasks to enhance the welcoming environment of Tab
- Regular follow-up with visitors (via phone and correspondence)
- Integrate new members into education and volunteer opportunities
- Coordinate Inquirer's Classes (new member classes)

Other Duties:

- Perform other tasks as assigned by the Head of Staff

Required Skills & Abilities:

- Bachelor's Degree preferred or some college with relevant experience
- Excellent communication and interpersonal skills
- Proficiency with Microsoft Office Suite, WordPress, and other office management tools
- Familiarity with general office equipment
- Flexibility with tasks and willingness to work across various responsibilities
- Ability to work collaboratively with staff, volunteers, and members of the community

ADA Requirements:

- Must be able to remain in a stationary position for up to 50% of the time
- Ability to move around inside the building to access office equipment
- Must be able to communicate, detect, converse with, discern, convey, and exchange information effectively

Application Instructions:

If interested, please send your resume to:

Bill.Smutz@tabpres.org or PeytonMcLean@sbcglobal.net