



THINK. LOVE. SERVE. LIVE.

595 Graafschap Rd., Holland, MI 49423, 616-796-3370, [www.christmemorial.org](http://www.christmemorial.org)

*"... to equip God's people for works of service, so that the body of Christ may be built up." (Ephesians 4:12)*

### **Mission of Staff**

*The mission of the staff at Christ Memorial Church is to Outfit the church to Influence the world.*

### **Vision of Staff**

*Christ Memorial Church will develop and maintain a spiritually and emotionally mature staff of professionals who will build effective volunteer ministry teams that accomplish the mission of CMC.*

*As Christ Memorial staff members as well as brothers and sisters in Christ we commit to:*

- *Focus on the mission, vision, and values of CMC – We share ownership of the mission of CMC and contribute to its success by setting clear priorities for achieving our mission.*
- *Value the whole person – We demonstrate honesty, kindness, respect workstyles, support work-home balance, have fun, include all cultures and backgrounds, and show respect and grace to each other.*
- *Communicate openly, respectfully, and directly – We share information, communicate in a timely and clear manner, assume positive intent, acknowledge others, respect deadlines and time of co-workers, and address differences directly through candid conversations.*
- *Collaborate as a team – We ask for and offer help, understand one another's roles, seek varying perspectives, set clear expectations and work as a team. We cross-train for effective support when a need arises.*
- *Continuously growing – We seek opportunities to grow in our faith and position at CMC. We support others in their learning experiences, demonstrate grace, discuss failures, learn, and share.*
- *Set high standards and hold ourselves and each other to them – We are good stewards of the resources God has given us and ensure diverse perspectives contribute to our decision making. We celebrate our different gifts and talents and learn to work well with each other's unique styles.*
- *Confidentiality – We work to serve our community and must respect the confidentiality of each person we work with.*
- *Policies and Procedures of CMC – We seek to understand policies and procedures and follow them to the best of our ability. Having collaborative conversations when changes need to be made.*

**Position Title:** Interim Receptionist

**Position Status:** Part – time (12-24 hours)

**Reports to:** Operations Executive / Director

**Position focus:** Communicating with Staff, Serving Members / Visitors.

**Works cooperatively with:** All staff members, particularly with Facilities, Connections

**Primary Strengths Required:** Organization, Focus, Strong Communicator, Warm Personality, Helps

### **Responsibilities**

- Welcome and assist visitors and walk-ins.
- Answer and direct phone calls.
- Schedule and facilitate communication for internal and external events and Christ Memorial Church member family events, using current methods.
- Manage copies of DVDs / CDs of weekly services.
- Communicate / manage weekly calendar schedule and post as needed appropriately.
- Coordinate Sunday and Information Desk volunteer staffing schedule, ensuring supplies are stocked for each week, sending reminders weekly.
- Coordinate volunteer activities as requested and able.
- Assist coordinating Sunday and event volunteer greeter staffing schedule.
- Assist Staff with various projects as needed – surveys, scheduling, bulletin, mailing, etc.
- Assist with petty cash banks for purchases and tickets.
- Schedule for receptionist position replacement when taking time off.

### **Essential Skills and Training**

- Phone professionalism
- Computer efficiency
- Excellent communication skills
- Microsoft 365
- QuickBooks
- Tithe.ly
- Shelby
- Survey Monkey
- Signup Genius

### **Recommended Schedule:**

Sunday:

Monday: 9a-3p

Tuesday: 9a-3p

Wednesday: 9a-3p

Thursday: 9a-3p

Friday:

Saturday:

If interested in this position, please send resume to: [jobs@christmemorial.org](mailto:jobs@christmemorial.org)

Resumes should be received by:

Position Description current as of: April 27, 2023