

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Receptionist	Central / Worship Experiences	Guest Experiences Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time // 14 hours (Thurs-Fri)	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	06/2026 – cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

To further the mission of the Church by effectively managing the front desk operations of the Church; warmly greeting visitors; routing incoming calls, and performing general administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a part-time, hourly position scheduled for Thursdays (9a-5p) and Fridays (9a-3p). The ideal candidate must be available to occasionally flex shifts with the other receptionist to provide coverage, though this will not be the standard schedule.

- **Communication Management (W/M, E4):** Answer all telephone calls in a professional, friendly, and timely manner, assisting callers with information from various ministries and promptly transferring calls to appropriate staff members.
- **Availability & Accountability (E4):** Notify the supervisor when away from the telephone (e.g., during lunch breaks), ensuring a transparent communication flow and maintaining team accessibility.
- **Inventory & Shipment Coordination (RW):** Receive incoming shipments and promptly notify the respective staff member of merchandise receipt, ensuring efficient management and availability of resources for ministry functions.
- **Volunteer Team Leadership (W/M, E4):** Oversee, lead, and equip the weekday volunteer team for any tasks that need to be accomplished. These tasks cover a wide variety of duties such as filling in for the receptionist for meetings or preparing materials for upcoming services/events.
- **Additional Duties (E4):** This job description is not all-inclusive. Additional responsibilities related to campus or community engagement may be assigned as needed, reflecting adaptability and commitment to the ministry's goals.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

- Experience: Two (2) years experience as an office administrator, administrative assistant, preferred.
- Education: Minimum of a high school diploma or the equivalent preferred.
- Knowledge, skills, and gifts:
 - Must exhibit excellent and effective organizational skills and problem solving skills
 - Able to communicate successfully, both through written and verbal communication
 - Exhibit outstanding interpersonal relational skills, able to work with a wide variety of people
 - Must be able to maintain and protect confidentiality
 - Excellent computer knowledge, experience, and proficiency in Microsoft and Google applications
 - Motivated and effective recruiter and equipper of people

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____