



Bethany Lutheran Church | Long Beach, CA

BETHANY LUTHERAN CHURCH – LONG BEACH CAMPUS: **CHURCH OFFICE RECEPTIONIST**

Reports to: Senior Pastor

Location: Bethany Lutheran Church, Long Beach Campus
4644 Clark Ave. Long Beach, CA 90808

Hours: 16 hours/week

Compensation: \$16.90

POSITION SUMMARY

The Church Office Receptionist supports the ministry and mission of Bethany Lutheran Church by managing the daily administrative operations of the church office. This position ensures effective communication, organization, and coordination among staff, volunteers, and the congregation. The ideal candidate is detail-oriented, dependable, and able to maintain a welcoming and professional environment.

ABOUT BETHANY

Bethany Lutheran exists to: **Gather** God's beloved children into community around His Word and gifts, **Connect** them to their brothers and sisters in Christ and their God-given calling, and through the Spirit, **Send** them empowered for service into their daily lives to be the means through which Jesus continues to "Bless from Bethany". (Luke 24:50)

KEY RESPONSIBILITIES

- Greet and assist visitors and respond to phone calls and emails in a professional and welcoming manner.
- Monitor church office gate and let people in and buzz visitors in when appropriate.
- Prepare outgoing mail and receive incoming mail and packages.
- Support the pastor and ministry leaders with scheduling, correspondence, and administrative tasks.
- Organize and maintain files, forms, and documents in accordance with church policies.
- Monitor, order, and maintain office and ministry supplies as needed.
- Handle morning coffee and ice preparation and maintain cleanliness in the workroom.
- Assist with occasional clean-up and light maintenance tasks.
- Maintain confidentiality in all church-related matters.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required; some college or administrative coursework preferred.
- Previous office or administrative experience, preferably in a church or nonprofit setting.
- Proficiency with Microsoft Office Suite, Google Workspace, and general office technology.
- Strong communication, organizational, and time management skills.
- Ability to manage multiple tasks accurately and remain composed under pressure.

- Friendly, professional demeanor and a commitment to supporting the church’s mission and values.
- Ability to lift and carry up to 50 pounds.
- Discretion and respect for confidentiality.

APPLICATION PROCESS

Interested applicants should email resume to: jobs@bethanylutheran.org

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and/or abilities.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Bethany Lutheran Church is both an Equal Opportunity Employer and a faith-based organization. In accordance with applicable law, we make employment decisions without regard to race, color, national origin, ancestry, sex, age, disability, or any other characteristic protected by law, except where religion is a bona fide occupational qualification. As a religious organization, Bethany Lutheran Church reserves the right to prefer employees or applicants who share our Christian faith and mission in accordance with state and federal law.

REASONABLE ACCOMMODATION STATEMENT

Bethany Lutheran Church will provide reasonable accommodations to qualified individuals with disabilities in the application and employment process. To request accommodation, please contact [HR or Church Office Contact Info].

AT-WILL EMPLOYMENT STATEMENT

Employment at Bethany Lutheran Church is at-will. This means that either the employee or the church may terminate the employment relationship at any time, with or without cause or advance notice, except as otherwise required by law or written agreement.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or qualifications. Bethany Lutheran Church reserves the right to modify job duties and responsibilities as ministry needs to evolve.