

## Job Opening: Part Time Office Receptionist

**Position:** Part Time Office Receptionist

**Start Date:** Wednesday, September 26th

**Hours per week:** 24

**Schedule:** Wednesday - Friday: 8AM to 5PM

**Duties include, but are not limited to:**

- Take Phone Calls
- Schedule and Coordinate Meetings & Appointments
- Assist with Event Planning & Special Projects
- Internal & External Correspondence
- Filing
- Manage Office Supply Inventory

**Experience:**

- Must have a High School diploma
- Moderate knowledge of Apple computers and programs
- Moderate knowledge of Photoshop

**Requirements:**

- Born Again
- Loves to serve the Lord
- Attends Morningstar Christian Chapel
- Excellent interpersonal and communication skills
- Excellent organizational skills
- Proficient in Microsoft Office
- Enthusiastic and possess a joyful, positive attitude
- Ability to maintain confidentiality
- Strict Attention to Detail

**If interested, please fill out a Morningstar Job Application and submit it to the church office during normal business hours.**



Are you currently serving in some ministry capacity (i.e. Ushers, Sunday School, etc.)? \_\_\_\_\_

What is your purpose in desiring work at Morningstar? \_\_\_\_\_

Do you have any long range visions? \_\_\_\_\_

Please provide your experience/knowledge/skill level for the following:

OFFICE SKILLS

If the following skills are related to a job for which you are applying, please indicate the number of the level that best describes your degree of skill:

① High

② Moderately high

③ Basic

④ Very limited/none

Typing \_\_\_\_\_

Receptionist \_\_\_\_\_

Computer data entry \_\_\_\_\_

Spelling \_\_\_\_\_

Switchboard \_\_\_\_\_

Filing \_\_\_\_\_

Grammar \_\_\_\_\_

Letter composition \_\_\_\_\_

Word processing \_\_\_\_\_

Proof reading \_\_\_\_\_

Please estimate speed in words per minute, if applicable:

Typing \_\_\_\_\_

Word processing \_\_\_\_\_

Communication Skills: \_\_\_\_\_

Computer Software Experience/Skills: \_\_\_\_\_

MACINTOSH Experience/Skills: \_\_\_\_\_

Please give any additional information you feel would be helpful: \_\_\_\_\_

Please fill out the Employment Experience Form attached to this application.

May we contact all the employers listed by you? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate which one(s) you do not wish us to contact. \_\_\_\_\_

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Give name, address, and phone number of three references not related to you, one of which should be a pastor.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Agreement for all Applicants**

I certify that I am in agreement with the doctrinal statement and standard of conduct of Morningstar Christian Chapel. *If there are any disagreements, please explain on a separate sheet of paper and return with the completed application.*

I certify that answers given herein are true and complete to the best of my knowledge.

### **What We Believe (Doctrinal Statement)**

**We Believe** in the Bible as the inspired, inerrant Word of God by which all things are given to us pertaining to life and godliness (2 Peter 1:3). We, therefore place a great priority on knowing God through the study of His Word.

**We Believe** that we have been created for God's pleasure (Revelation 4:11) and as His Church are to worship Him as an expression of our love (Psalm 95:6). Our worship must be spiritual (John 4:24) and is expressed through our singing, praying, giving, and obedience to His Lordship in our lives. We look for His love in our lives as the supreme manifestation that we are truly worshiping Him.

**We Believe** in the fellowship (koinonia) of all true believers in Christ (I John 1:3, I Corinthians 1:9). We place a high priority on the gathering of the Body of Christ together to provoke one another to love and good works (Hebrews 10:24). We understand the importance of body ministry, each individual doing their part for the whole body, and thus every need being met.

**We Believe** in the need for discipleship and training for the perfecting of the saints and for the work of the ministry (Ephesians 4:12). The church has been called to go out and make disciples. Following Jesus and serving Him requires both sacrifice and commitment (Luke 9:59-62). Training is being equipped and not just educated and informed.

Morningstar Christian Chapel has been formed as a fellowship of believers in the Lord Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit.

We are not a denominational fellowship, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division in the body of Christ.

We believe that the only true basis for Christian Fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to call ourselves Christians.

## Standard of Conduct

Morningstar Christian Chapel is committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships. In this light, and given the clear biblical imperative for spiritual self-discipline, the church has established these "standards of conduct" to be observed and upheld, by all members of the Morningstar Christian Chapel staff.

Consistent with the example and command of Jesus Christ, we believe that life must be lived to the glory of God, with love for God and for the body of Christ. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, "crucifying the flesh with its passions and desires" (Galatians 5:24). To this end, the staff of Morningstar Christian Chapel is not to engage in activities, which Scripture forbids. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and unscriptural divorce. Scripture also condemns other "deeds of the flesh" such as covetousness, jealousy, pride and lust-sins which the maturing Christian should put off, and replace with "fruit of the spirit": love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1Corinthians 6:9-10).

As a church, Morningstar Christian Chapel also recognizes the responsibility of its Board of Directors, Pastoral and non-Pastoral staff to provide examples of maturing Christian character, conduct, and attitude at all times. Therefore, as maturing Christians, the staff of Morningstar Christian Chapel will strive for the holiness of God (1 Peter 1:13-19), and love Him with all our heart, soul, and mind (Matthew 22:37). In addition, we are called to love our friends and neighbors as God has loved us (Matthew 22:39; 1 John 4:7-11). We will achieve this calling by walking by the power of the Holy Spirit and avoiding sins clearly forbidden in Scripture (Galatians 5:16-21; 1 Corinthians 6:9-11; Ephesians 5:1-14). Also, we will pursue the fruit of the Spirit from our Lord and with one another (Galatians 5:22-24).

When the Bible is not clear regarding a specific behavior, we will be guided by our desire to glorify God in our bodies as temples of the Holy Spirit (1 Corinthians 6:19-20), and will discern if any of our brothers or sisters in Christ would stumble in their faith (1 Corinthians 8; Romans 14). If our Lord is not glorified or another Christian is harmed or offended by our behavior, then we will freely abstain from that activity. We know that many behaviors are lawful, but not all are profitable (1 Corinthians 10:23-33). Therefore, we will constantly be teachable regarding those activities where the Bible is not clear and will evaluate them in light of our pursuit of holiness and love for our Lord and each other.

These standards apply to the Board of Directors and all staff of Morningstar Christian Chapel. Morningstar Christian Chapel, therefore, reserves the right to discipline or dismiss any employee who, in its judgment, does not conform to these conduct standards or to other expressed principles, policies, programs, and expectations of the church governing employee conduct.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***All candidates will be required to undergo a criminal background investigation before employment with Morningstar Christian Chapel can begin.***

***Please return all parts of this completed application to the church office.***

## Morningstar Christian Chapel

ATTN: EMPLOYMENT APPLICATION  
16241 E. LEFFINGWELL ROAD  
WHITTIER, CA 90603

**Employment Experience Form**

1) Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsibilities and/or Accomplishments: \_\_\_\_\_

\_\_\_\_\_

2) Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsibilities and/or Accomplishments: \_\_\_\_\_

\_\_\_\_\_

3) Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsibilities and/or Accomplishments: \_\_\_\_\_

\_\_\_\_\_

4) Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsibilities and/or Accomplishments: \_\_\_\_\_

\_\_\_\_\_

5) Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsibilities and/or Accomplishments: \_\_\_\_\_

\_\_\_\_\_