

HOSPITALITY COORDINATOR

The hospitality coordinator will oversee the hospitality ministry to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome and is able to find his or her desired destination easily.

Ministry Area/Department	Hospitality
Position	Hospitality coordinator
Accountable To	Executive pastor
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving ÉExhortation ÉAdministration
Talents or Abilities Desired	Comfortable talking to and greeting guests ÉAbility to give good directions regarding church facilities ÉAbility to lead and direct others
Best Personality Traits	Hospitable ÉOutgoing ÉSensitive to needs and feelings of others ÉDependable-expresser or expresser-analyst
Passion For	Making people feel welcome
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Greet members and guests.
2. Direct or lead visitors to their desired destination.
3. Introduce visitors to church staff, teachers and members of similar age when possible.
4. Open doors for/assist the elderly or disabled.
5. Recruit and coordinate schedule of ushers and greeters to assist with welcoming and directing others on a regular basis as well as for special events. Maintain a list of greetersø phone numbers and addresses.
6. Oversee the welcome center operation.

7. Make sure the welcome center is stocked with information about the church's ministries, tracts, a map of the church, etc.
8. Recruit and coordinate schedule of parking lot attendants to assist with traffic flow, visitor and handicapped parking and directions for all church services and major events.
9. Oversee budget and expenditures for the hospitality ministry.