Hospitality Leader

MINISTRY DESCRIPTION

“Hospitality is the evangelism of the 21st century.”

—J. I. Packer

Introduction

Although they belong inseperably together, hospitality *moves one step beyond* welcome.

Welcome *is the glad reception of a person.* Hospitality *is the anticipation of needs and desires of person in advance.*

Welcome *is an open door.* Hospitality *is place at the table, set in anticipation.*

Summary

The Hospitality Leader works to ensure that the practical needs of those who attend, and especially guests, are attended to in a spiritually sensitive, pro-active and thoughtful way.

Essential characteristics

Excellent and sensitive communicator, attention to detail, sensitive to the spiritual dimension of practical care, a heart for first-time visitors, empathetic and sympathetic toward those that are new to our local church or even church/Christianity in general.

Essential Duties and Responsibilities

Oversee scheduling of hospitality team volunteers

Design weekly checklist for hospitality team volunteers

Ensure the church buildings are clean and ready for use

Recruit/train new members of hospitality team as needed

Provide ongoing training/encouragement to the hospitality team volunteers

Required Knowledge, Skills and Abilities

- Excellent conversational and listening skills
- Ability to synthesize information coherently and clearly both verbally and in writing

Work Environment

- Time is spent primarily on the church grounds on Sundays, or working from home.

Hours & Compensation

- The Hospitality Leader is a volunteer, unpaid role
- Hours may vary according to need and availability

Communications

- One on one meetings w/Fr. Nathan as needed
- Standard mode of remote communication with Fr. Nathan for items requiring response within 48 hours is email. Emails received Friday-Sunday may receive a response as late as Tuesday.
- Text messaging should be used for items requiring a same-day response from Fr. Nathan, or a response Saturday or Sunday.
- Fr. Nathan’s day off is Friday. Expect limited availability on Saturdays and Sundays.
- Emails from within the church (clergy, staff, parishioners) pertaining to your ministry should be answered within the week.
- Scheduling is done through Planning Center Services

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