



Hospitality Coordinator

The Hospitality Coordinator is a full-time position responsible for coordinating, recruiting and equipping Worship Hospitality Teams, Altar Ministry Teams, and Special Event Hospitality Teams.

Job Duties:

Worship Hospitality Team

- Coordinate, recruit and equip greeters, ushers, coffee hosts and communion servers for all worship services
- Coordinate, recruit and equip Communion Set Up volunteers
- Coordinate, recruit and equip Scripture Readers for all services
- Send weekly scripture and order of worship to all readers
- Provide a hard copy of scripture reading for all worship services
- Oversee the ordering of coffee and doughnuts for Sunday morning hospitality

Altar Ministry Team

- Coordinate, recruit and equip Altar Ministry Team
- Order altar ministry supplies
- Recruit volunteers to assist in decorating the Worship Center as needed
- Facilitate and organize the flower orders for Christmas and Easter

Special Event Hospitality Team

- Coordinate, recruit and equip greeters, ushers, coffee hosts and communion servers for special services (Thanksgiving Eve, Christmas Eve, Ash Wednesday, Lenten Worship, Holy Week)
- Coordinate, recruit and equip pie servers for Thanksgiving Eve fellowship
- Coordinate, recruit and equip volunteers for non-worship events

Hospitality Desk

- Welcome and host Bethany Guests
- Answer phone calls, maintain updated phone greeting, transfer calls, and take messages
- Assist with facility scheduling and usage
- Administrative support to pastoral staff as needed

Requirements:

- Have an active church membership, and show evidence of a Christian character
- Have an excitement and commitment to the vision and mission of Bethany Lutheran Church
- Be a team-player who can work effectively with other members of the church staff
- Ability to organize clearly and communicate effectively
- Ability to recruit train and support volunteers

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.