

Position Description

Heritage Park Alliance Church

Nov. 2021

Title: Coordinator of Hospitality

Reports to: Pastor of Church Ministries

Classification: Part Time – hourly up to 15 hours per week.

Primary Purpose: The Coordinator of Hospitality will develop and lead a team on Sunday mornings, to provide a welcoming environment for newcomers, congregants, and attendees.

Responsibilities:

- Develop strategies for hospitality on Sunday mornings
- Recruit, train and lead a team of volunteers who will be the first point of contact on a Sunday morning for those who are new and those who call HPAC their home
- Train and coordinate usher teams
- Identify, welcome, and follow up with newcomers, providing resources and helping them make connections
- Oversee the welcome center and check in procedures
- Oversee Sunday morning food or beverage services
- Maintain café and servery supplies required for providing Sunday morning hospitality or other church events as requested
- Work cooperatively with other Heritage Park staff to execute church-wide initiatives and events

Outcomes:

- Newcomers will be identified and welcomed
- Congregants will feel that they have been noticed and cared for
- Information about our church will be easily accessed
- Connections will be made in meaningful ways
- The lobby and café area will be maintained as a welcoming space

Qualifications:

- Demonstrate evidence of the fruit of the Holy Spirit in their life
- Passionate about hospitality and welcoming people as Christ has welcomed us
- Possess a natural ability to bring people together

All church employees are required to:

- Be members of Heritage Park Alliance Church or working toward membership.
- Abide by policies set out in the Heritage Park Alliance Church Employee Handbook.
- Complete all test and police clearance requirements of Abuse Prevention policy.