

## **The National Presbyterian Church Hospitality Coordinator**

### **Position Description**

The Church Hospitality Coordinator plays a pivotal role in ensuring that all church events, from Sunday services to special occasions, are marked by a warm, welcoming atmosphere for fellowship. The ideal candidate will foster a nurturing environment for all who enter our doors. The Church Hospitality Coordinator is a full time position under the supervision of the Director of Facilities, and is not exempt under the Fair Labor Standards Act. The anticipated work schedule is Saturday through Wednesday with some flexibility.

### **Duties & Responsibilities**

#### **1. Event Planning**

- Plan and coordinate hospitality services for church events, meetings, and special occasions.
- Collaborate with church ministries to understand and fulfill the hospitality needs of each event.
- Oversee the setup, service, and cleanup for events, ensuring that all activities run smoothly and according to schedule.
- Plan, organize, and manage all catering needs, including regular services, weddings, funerals, conferences, and community outreach programs.

#### **2. Facility Management**

- Ensure that church facilities are clean, organized, and well-prepared for services and events.
- Oversee the church's commercial kitchen, ensuring it is well-maintained, organized, and compliant with health and safety regulations.
- Manage inventory and procurement of kitchen supplies and food items.
- Coordinate the use of the kitchen, ensuring a schedule that meets all needs without conflict.

#### **3. Communication**

- Lead weekly meeting to coordinate logistics across ministries.
- Effectively communicate with church members, volunteers, and leadership.
- Collaborate with various church ministries to enhance overall communication and coordination.

#### **4. Guest Services**

- Extend a warm welcome at ministry events to all, creating a sense of hospitality and inclusivity.
- Foster a spiritually uplifting atmosphere within hospitality services.
- Coordinate with our Connections Team for those seeking further connection within the community.
- Address guest concerns promptly and strive to exceed expectations.

#### **5. Feedback and Improvement**

- Collect feedback from members and visitors to continually improve hospitality services.
- Implement strategies to enhance the overall sense of community within the church.

#### **6. Budget Management**

- Assist in the development and management of the hospitality budget.
- Monitor and control expenses to achieve financial objectives.

### **Qualifications**

- Bachelor's degree in Hospitality Management, Business Administration, or a related field preferred.
- Proven experience in hospitality management, with a focus on guest services.
- Ability to work collaboratively with diverse groups and individuals.
- Excellent communication and interpersonal abilities.
- Detail-oriented with a commitment to maintaining high standards.
- Proficient in basic computer applications.
- Commitment to the church's mission and values.