

FELLOWSHIP COORDINATOR

The fellowship coordinator is responsible for planning and coordinating churchwide fellowship activities. This person will recruit volunteers or contact appropriate ministry directors or committee members for assistance as needed.

Ministry Area/Department	Fellowship
Position	Fellowship coordinator
Accountable To	Pastor or executive pastor
Ministry Target	All ages
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Exhortation • Serving
Talents or Abilities Desired	Good organizational skills • Enjoy dealing with people
Best Personality Traits	Friendly • Dependable-expresser or expresser-analyst
Passion For	Strengthening the Body of Christ through fellowship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a month
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Plan, organize and oversee churchwide fellowship events no less than once a quarter. Events could include picnics, potlucks, ice cream socials, family sports days and skating parties.
2. Recruit volunteers or contact appropriate ministry directors to assist with food preparation/service, set up facilities, decorations, equipment needs, publicity, etc.

FOOD-SERVICE ASSISTANT

The food-service assistant is responsible for helping the food-service director prepare and/or serve meals served on church grounds and clean up afterward.

Ministry Area/Department	Fellowship
Position	Food-service assistant
Accountable To	Food-service director
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Regular attendee
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Good cooking skills • Attention to cleanliness
Best Personality Traits	Very neat and clean • Cooperative • Hospitable • Dependable-leader or dependable-expresser
Passion For	Preparing meals and for serving people
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a month (more if unable to rotate assistants)
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Assist with food preparation and service for fellowship meals, special luncheons or dinners and any church-related meal held on the grounds.
2. May include one or more of the following: cook, grill, serve and clean up tables and dishes after meals.

FOOD SERVICE DIRECTOR

The food-service director is responsible for planning and coordinating all meals served on church grounds. This includes working in conjunction with the fellowship coordinator when fellowship events involve meals.

Ministry Area/Department	Fellowship
Position	Food service director
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	Administration • Serving
Talents or Abilities Desired	Good organizational skills • Cooking skills, especially for large groups
Best Personality Traits	Very neat and clean • Dependable • Analyst-expresser
Passion For	Planning and preparing meals and for serving people
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

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

RESPONSIBILITIES/DUTIES

1. Plan, organize and oversee food preparation and service for fellowship meals, special luncheons or dinners and any church-related meal held on the grounds.
2. Purchase any food/drinks/supplies to be furnished by the church.
3. Recruit assistants to help cook, grill, serve and to clean up tables and dishes after meals.
4. Organize potlucks by assigning certain types of foods—meats, casseroles, salads, desserts, etc.—to different groups within the congregation, such as by classes, names beginning with certain letters of the alphabet, or by asking that each family bring a main dish and dessert or salad.
5. Oversee budget and expenditures for the food service ministry.

GREETER

The greeter is responsible 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. Greeters will be asked to serve during special events also.

Ministry Area/Department	Hospitality
Position	Greeter
Accountable To	Hospitality coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church Member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Comfortable talking to/greeting guests • Able to give good directions regarding church facilities
Best Personality Traits	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others • Dependable-expresser
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 month—more during special events
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Greet members and guests as they enter or exit the building.
2. Greet visitors at the welcome center and provide information as needed or requested.
3. Direct visitors to classes, nursery, sanctuary, restrooms, etc.
4. Introduce visitors to church staff, teachers and members of similar age when possible.
5. Open doors for/assist the elderly or disabled.

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 • Exhortation • Administration
Talents or Abilities Desired	Comfortable talking to and greeting guests • Ability to give good directions regarding church facilities • Ability to lead and direct others
Best Personality Traits	Hospitable • Outgoing • Sensitive to needs and feelings of others • Dependable-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 greeters' 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.

KITCHEN DIRECTOR

The kitchen director is responsible for organizing and overseeing the use of the church kitchen.

Ministry Area/Department	Hospitality/fellowship
Position	Kitchen director
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 • Administration
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Dependable-leader • Hospitable
Passion For	Orderly and clean facilities to promote an efficient fellowship ministry
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

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

RESPONSIBILITIES/DUTIES

1. Supervise all activities using the church kitchen.
2. Keep an inventory list of kitchen supplies and equipment and request funds to replace, repair or add to the inventory when needed.
3. Organize and clean the kitchen and appliances as needed.
4. Establish and post policies for the use and care of the kitchen.
5. Keep a running list in the kitchen so that those who use the kitchen know when supplies are low or depleted.

PARKING LOT ATTENDANT

The parking lot attendant is an extension of the hospitality ministry and will help ensure that visitors and people in need are made to feel welcome and are offered appropriate assistance. This person will also help direct traffic when necessary.

Ministry Area/Department	Hospitality
Position	Parking lot attendant
Accountable To	Hospitality coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Physically able to direct and assist with traffic flow in any weather condition • Enjoy working outside • Able to present a positive image and assist the disabled with parking and church entry
Best Personality Traits	Dependable • Hospitable • Even tempered
Passion For	Serving and welcoming others
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. Direct traffic and parking when crowd and traffic congestion warrants it.
2. Greet visitors in the parking lot and direct them to appropriate entrance.
3. Assist the elderly and disabled with church entry as needed.
4. Offer to provide an umbrella escort for elderly, disabled and visitors if it's raining.

RECEPTION SERVER

The reception server will assist the kitchen director or hostess by serving food and beverages at churchwide receptions and will display a gracious, friendly attitude.

Ministry Area/Department	Hospitality
Position	Reception server
Accountable To	Food service director
Ministry Target	Congregation • Guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Physically able to serve refreshments • Enjoy meeting and serving others
Best Personality Traits	Dependable-expresser • Hospitable • Gracious
Passion For	For serving and welcoming others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month or as needed
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Assist in serving food and beverages at churchwide receptions for special guests, visitors, special events, baby and wedding showers for members.
2. Optional opportunity to assist in serving food and beverages at private receptions: weddings, wedding anniversaries, etc.

USHER

The usher will regularly participate in worship services and will assist with literature distribution; welcoming, directing and seating guests and others as needed; and collecting offerings.

Ministry Area/Department	Hospitality
Position	Usher
Accountable To	Hospitality coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Able to stand for periods of time • Enjoy greeting and seating people
Best Personality Traits	Dependable-leader or dependable-expresser • Hospitable • Gracious
Passion For	Serving and welcoming others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one-and-a-half hours a week—may serve on a rotating schedule (e.g., every three months for a month or once every four weeks, etc.)
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Attend worship services.
2. Watch for and welcome guests.
3. Assist guests and members and latecomers with seating as needed.
4. Distribute literature as called upon, such as visitor packets, bulletins, sermon outlines, tracts, etc.
5. Receive tithes and offerings and leave them with the appropriate person.
6. Offer directions when needed.
7. Open doors and assist elderly and disabled individuals as needed.

WELCOME CENTER GUIDE

The welcome center guide will display a gracious, friendly attitude in showing guests the church facilities and answering questions regarding the facilities and ministry locations. This person will portray the church in a positive image and will help guests feel welcome.

Ministry Area/Department	Hospitality
Position	Welcome center guide
Accountable To	Hospitality coordinator
Ministry Target	Guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Knowledge of church facilities • Able to give good directions • Physically able to walk throughout the facilities and stand for varied periods of time
Best Personality Traits	Dependable-leader or dependable-expresser • Hospitable • Gracious
Passion For	Serving and welcoming others
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. Guide guests through church facilities.
2. Answer questions regarding church facilities and locations of specific ministries.
3. Present a positive image of the church.
4. Distribute church literature as needed.