



## **DOOR CREEK CHURCH**

Changing lives to change the world

**Position Title:** Hospitality Coordinator  
**Reporting Relationship:** DeForest Campus Pastor  
**Exempt Status:** Part-time, Non-exempt

### **Ministry Description:**

The purpose of this position is to provide overall leadership to the weekend Connections team of DeForest Campus as well as the weekly Facilities teams of DeForest Campus.

### **Primary Responsibilities:**

#### **Leadership**

- Be the primary vision-caster for the Connections Ministry and Facility teams
- Recruit, direct and encourage Team Leaders and Connections and Facility volunteers
- Work to reproduce yourself (raise up future Connections and Facility leaders)
- Be the Connections team staff presence for most Sunday services
- Ensure that each Connections Ministry and Facility volunteer is prepared (trained and equipped) to serve in their given role
- Lead Connections Ministry team huddles

#### **Staffing**

- Ensure all Connections Ministry and Facility teams are fully staffed
- Work with Team Leaders, Campus Pastor and DeForest staff members to build volunteer teams
- Coordinate staffing of each Connections Ministry and Facility team

#### **Administration**

- Create and maintain weekly volunteer schedules
- Lead teams in ministry evaluation and planning
- Oversee volunteer application and placement processes
- Oversee ministry supplies and ordering
- Creating and sharing training opportunities with all Door Creek Church campuses and their ministry leaders

#### **Time**

- 13 hours per week
- Sunday Mornings: 4-5 hours
- Weekly: 7- 8 hours
- Attend DeForest Campus staff meeting



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## **Personal Qualifications:**

- Door Creek Church member who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Team building skills
- Ability to work independently or as a member of a team
- Ability to multi-task and stay on track with regular interruptions
- Creative, detail oriented, flexible and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems and motivate others
- Ability to maintain high standards of confidentiality with sensitive information
- Demonstrated interpersonal, verbal and written communication skills, including strong listening skills
- Have a growing ability and desire to lead
- A positive attitude and outlook
- A spirit of enthusiasm and optimism
- The ability to work well with people and to resolve conflict well
- Sincere humility, a teachable spirit

## **Education and Experience:**

- Experience with volunteers/people management/hospitality
- Active affiliations: Door Creek Church attendee is preferred

## **Physical Demands:**

- Sitting or standing for long periods
- Lifting up to 40 pounds

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.