

**Minister of Hospitality Position Description**  
**Evangelical United Church of Christ**  
**Webster Groves, Missouri**  
**July 2009**

**Reporting and Working Relationships:**

- ✓ **Reports to Pastor and collaborates with lay leaders and church staff to ensure the continued success of our ministry.**

**Primary Purpose:**

- ✓ Provide primary administrative support for the hospitality ministry of Evangelical United Church of Christ (EUCC).
- ✓ Support and assist in the development of lay leadership at EUCC.
- ✓ Participate as a member of the staff team at EUCC.
- ✓ Respect the diversity and history of the United Church of Christ (UCC) and its people.
- ✓ Grow in personal faith, understanding of UCC theology, and professional development.
- ✓ Respect the diversity and history of the United Church of Christ (UCC) and its people.

**Scope:**

The Minister of Hospitality will provide oversight for a variety of circles focused on the reception and integration of friends within the community. Primary responsibilities will center on the Sunday morning experience.

**Tasks and Responsibilities**

Coffee Circle:

- Recruits church members to make the coffee on Sunday mornings.
- Recruits church members to clean up after coffee hour on Sunday mornings.
- Organizes the schedule for coffee volunteers and communicates the schedule to all volunteers.
- Provides a back-up plan, including a list of contacts, in case the scheduled volunteer is not able to be at church on Sunday morning.
- Provides any training needed for coffee preparation and setup.
- Coordinates the purchase of any supplies needed with the administrative assistant.
- Connects with Community team for any needed help, problems, etc.

Usher Circle

- Works with Usher Coordinator(s) to support their recruitment and scheduling of Ushers
- Assist Ushers in expanding role to include preparing the space (opening and closing the building, preparing communion, etc).
- Connects with Worship team for any needed help, problems, etc.

Shepherd Circle:

- Recruits church members to shepherd the children during the second service on Sunday mornings.
- Reviews shepherd activities and responsibilities with volunteers.
- Organizes the schedule for shepherd volunteers and communicates the schedule to all volunteers.

- Provides a back-up plan, including a list of contacts, in case the scheduled volunteer is not able to be at church on Sunday morning.
- Provides any training needed for shepherd duties and also makes sure volunteers are familiar and in compliance (where appropriate) with the Safe Church policy.
- Coordinates the purchase of any supplies needed with the administrative assistant.
- Works with the Learning team regarding activities prepared for the shepherd time, questions or issues.

Greeters Circle:

(The Greeters Circle, replacing the Welcome Circle, will consist of members and friends who have good interpersonal skills and are willing to interact and converse with visitors to the church. The role of the greeters will not only be to greet any newcomers but will also include helping the visitors connect with other church members and finding opportunities within the church for the visitors to get involved. Ideally the greeters will also be involved with follow-up to reach out to visitors who have not returned and to check in periodically with visitors who have continued attending church.)

- Recruits church members who are willing to greet and converse with any folks who are visiting the church.
- Recruits and supports a coordinator for the Welcome Table.
- Organizes the schedule for greeters and communicates the schedule to all volunteers.
- Provides a back-up plan, including a list of contacts, in case the scheduled greeter is not able to be at church on Sunday morning.
- Provides any training needed for greeting duties.
- Works with the New Member coordinator and staff regarding visitors and communication with them.
- Connects with the Worship team regarding any issues or needed support.

In addition to these duties, the Minister of Hospitality will coordinate communication between the youth circle leaders and the office to make sure that announcements regarding upcoming youth activities will be included in the bulletin, newsletter, etc.