

HOPE PRESBYTERIAN CHURCH
7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

HOSPITALITY ASSISTANT

PURPOSE

To provide effective hospitality assistance and administrative support for specific crossover events and seasonal programming experiences.

CHARACTERISTICS AND QUALIFICATIONS

1. Nurtures a growing personal relationship with Jesus Christ.
2. Offers a welcoming presence to the ones on the way and connecting them with those already attending Hope Church.
3. Earnestly desires generational crossover in ministry at Hope Church.
4. Possesses strong time management, organizational abilities, and computer and communication skills.
5. Proven self-starter.

ROLES AND RESPONSIBILITIES

Lead and support hospitality teams at Hope (50%)

1. Be the point person for Hope's Sunday morning hospitality team leaders (connection counter, coffee cart, greeters, ushers, hospitality hub, worship host).
2. Gather specific, short-term hospitality teams to serve at occasional events.

Administrative support (50%)

1. Provide administrative support to the Pastor for Faith Engagement to follow up with new people and welcome them into the life of Hope Church (eg Covenant Partner classes, Alpha, Life on Life groups, and areas of their interest).

RELATIONSHIPS

This is a 5-10 hour per week position.

The Hospitality Assistant will report to the Associate Pastor for Faith Engagement and work collaboratively with the Minister for Discipleship. The Faith Engagement Assistant will also partner in ministry with other staff and ministry departments of Hope Church as needed.

Approved September 18, 2018