

VOLUNTEER – Ministry Position

Job Title: Volunteer Hospitality Team
Reports to: Pastor
Date: June 2017

PURPOSE:

The Hospitality Team is responsible for preparing coffee before worship service, greeting people as they enter the building and passing out bulletins.

QUALIFICATIONS:

- Profession of faith in Jesus Christ (Born-again Christian)
- Evidence of positive Christian Witness and lifestyle.
- Ability to multi-task (deal well with interruptions)
- Ability to work well with a team
- Social and cheerful
- Compassionate and patient

JOB DUTIES:

Responsibilities shall include but are not limited to the following:		% of time
1.	Hospitality Team Members are responsible for: (weekly) A. Preparing coffee and setting up coffee table B. Greeting people as they arrive and answering questions C. Passing out church bulletins D. Cleaning up coffee and table after service.	98%
2	Ensure supplies stay stocked	2%