



*Living God's
Word, Sharing
God's Love*

DETAILED MINISTRY DESCRIPTION

Hospitality Team Leader

Hospitality Work Area Vision

Through the activities, ministries, and other programs undertaken by the Hospitality Work Area...to be a beacon of God's amazing grace that empowers people's lives to celebrate, demonstrate, and acclaim the awesome power of the risen Lord, Christ Jesus.

Title

Hospitality Team Leader.

Purpose

The Hospitality Team Leader is responsible for providing leadership and support for hospitality activities.

Responsible to

Witness Team Leader and Church Council.

Description of duties

- To work with the Witness Team Leader and ministerial staff members to make hospitality ministries and activities a vital part of the congregation's total ministry.
- Prepare a budget request for the Hospitality Team for the coming year.
- Coordinate on-going programs, such as Greeters, Ushers, and Coffee Time.
- Schedules are prepared for each of these programs and mailed to volunteers.
- The Hospitality Team is in charge of coffee and refreshments each September.
- Encourage entire congregation to wear name tags, particularly on Sunday.
- Provide input to the Witness Team Leader for reports to the Church Council, the Charge Conference, and budget requests from the Finance Committee.

Budget Responsibilities

Prepare an annual budget as needed.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time Requirements

Attend approximately 4 hospitality work area meetings a year.

Attend quarterly meetings of other Witness Team work areas (Evangelism, Membership Care, and Spiritual Growth) as your schedule allows.

Total monthly time commitment should average 5-10 hours.

Term

Commit to serve for one year and may be asked to serve for additional one-year terms thereafter.

Training and Resources

- Bible verses outlining the scope of evangelistic activity; Matthew 28:19-20, Mark 16:15, Acts 5:42, 1 Peter 3:15, 2 Corinthians 5:18-20).
- Bible verses concerning why we must share our faith; John 14:15, Acts 1:8, Acts 4:12, Acts 8:3, Romans 3: 10 & 23, Romans 10: 14-17, 1 Timothy 2:4, 2 Peter 3:9, and Revelation 22:17.
- Read and study other Bible verses and appropriate literature that instruct us how to prepare to share our faith, when to share our faith, and how to share our faith.

Background Check

Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, Skills, and Gifts

- A stable and growing relationship with Christ.
- Possess one more of the following spiritual gifts:
 - Encouragement (D)
 - Helps (D)
 - Hospitality (R)
 - Leadership (D)

* R - Required; D - Desirable

Benefits to the Servant

Demonstrating Jesus' love by obedience to His Word.