



First Lutheran is a vibrant Christian Community where faith and life meet through worship, learning and serving in Jesus' name.

**Position Title: Hospitality Coordinator**

Part-time 20 hours per week  
Reports to: Serving Board

Date: July 2021

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**PURPOSE STATEMENT:** Engage leaders of all ages and stages of life to extend hospitality, build relationships and use their gifts to serve our congregation and community.

**CORE COMPETENCIES:** Hospitality, communication, organization, productivity, interpersonal skills, integrity, creativity, collaboration, facilitation and relationship building.

**POSITION DESCRIPTION:** A highly energetic and relational professional with a track record of building relationships and developing a strategic plan for the volunteer ministry and congregation engagement of First Lutheran Church.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Implement and oversee a strategic plan identified by the Serving Board to identify and empower leaders for volunteer ministry and congregational engagement through the discovery and development of their gifts.
- Implement and oversee the training, scheduling, and appreciation of volunteers.
- Regularly assess the ministry of hospitality and fellowship and vision for its future in light of our mission statement and values.
- Plan and implement fellowship events in conjunction with the Serving Board.

**POSITION EXPECTATIONS:**

- Demonstrate a personal faith in Jesus and commitment to the mission of First Lutheran Church.
- Actively participate in the life of the congregation through worship, fellowship, and service.
- Offer radical hospitality to all.
- Be informed about what is happening at FLC.
- Actively build relationships with staff, members and visitors.
- Adhere to the staff covenant.
- Collaborate with pastors, staff, and appropriate committees to carry out the church's mission.
- Attend meetings as needed and requested by the Director of Church Administration or pastors.
- Implement a plan for continued professional growth and goal setting.