



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

Position Title: Host of Weekend Hospitality

Reports to: Director of Congregational Life and Engagement

Date: revised July 2022

PURPOSE STATEMENT: Engage leaders of all ages and stages of life to extend hospitality, build relationships and care for one another, our community and the world.

CORE COMPETENCIES: Hospitality, communication, productivity, interpersonal skills, integrity, adaptability, collaboration, facilitation, attentiveness and relationship building

POSITION DESCRIPTION: A motivated and relational professional with a track record of building relationships and ability to assist pastors, staff and volunteers in reaching the congregation's hospitality goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Create a welcoming environment and facilitate a plan to equip and empower leaders for the ministry of hospitality.
- Coordinate with staff and volunteers to prepare, serve and clean up refreshments for worship and special events.
- Comply with nutrition and sanitation regulations and safety standards.
- Worship and custodial duties:
 - Unlock and secure building and grounds
 - Prepare for worship by lighting candles and coordinating various items as needed
 - Secure offering and hospitality monies
 - Maintain a clean environment
- Other duties as assigned.
 - The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive.

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.