



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

Position Title: Coordinator of Sunday Brunch

Reports to: Church Administrator

Date: March 2023

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, creativity, organization, collaboration, facilitation, adaptability, professional culinary skills, quantity cooking for 250+ and relationship building

POSITION DESCRIPTION: A highly energetic and relational professional with a track record of quantity cooking building relationships and ability to provide hospitality that supports the mission and ministry of First Lutheran Church.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Create a welcoming environment and facilitate a plan to equip and empower leaders for culinary hospitality in serving and preparing Sunday Brunch
- Collaborate with staff and volunteers to plan, prepare, serve and clean up Sunday Brunch.
- Comply with nutrition and sanitation regulations and safety standards.
- 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.