



Hospitality Coordinator

Peace Church is seeking a part-time Hospitality Coordinator to foster a welcoming encounter for attendees, lead the hospitality team, and help people connect with the church.

Peace Church has a passion for welcoming people, demonstrating our love for them, helping them get connected with people and ministries, and ultimately helping them develop a relationship with Jesus. The Hospitality Coordinator makes people feel like we were expecting them, coordinates and equips volunteers, engages with visitors, and ensures that our facility and personnel are prepared to welcome guests. Coordinates the breakfast at the 8:00 service and helps with holiday services and some special events.

A fitting candidate will have a deep love for Jesus and Peace Church, be organized, be able to teach and equip others to perform tasks and embody a welcoming presence, be proficient with digital tools for organization and communication, and enjoy working with a fun group of people on a mission.

By fostering a welcoming encounter for attendees, this position creates opportunities for people to hear God's Word, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 2,000.

For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Part-time, hourly, 20 - 25 hours per week.

Pay commensurate upon training and experience.



Hospitality Coordinator

Function

The Hospitality Coordinator fosters a welcoming encounter for attendees, leads the hospitality team, and helps people connect with Peace Church.

Part-time, average 20 - 25 hours per week.

Accountability

The Hospitality Coordinator reports directly to the Pastor of Multiplication

Qualifications

1. Have a growing relationship with Jesus Christ, agree with the Peace Church statements of faith, and become an active member of Peace Church.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a given deadline.
8. Able to independently follow-up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
9. Able to effectively operate software such as Microsoft/Apple office suite, Planning Center Online, Asana.
10. Able to manage time well.
11. Able to solve problems.
12. Flexible and adaptable.
13. Model of hospitality.
14. Able to maintain confidentiality.

Responsibilities

A. Foster a welcoming encounter for attendees, lead the hospitality volunteer team, and help people connect

Includes such items as:

1. Leads the hospitality team in all Sunday and special services.
2. Recruit, train, schedule, and lead volunteers.
3. Identify, welcome, gather contact information from, and follow up with newcomers.
4. Field questions from attendees.
5. Coordinate front lobby and other entrance spaces.
6. Coordinate coffee and refreshments.
7. Oversee and coordinate Sunday morning breakfast for 8 AM service (Sept. – May)
8. Helps oversee the inventory of the kitchen
9. Coordinate the volunteer lounge.
10. Make requests to the communication department to help newcomers.
11. Maintain equipment and supplies.
12. Oversee the hospitality budget.

B. Lead hospitality initiatives

Includes such items as:

1. Coordinate Meet the Pastors luncheons (bi-monthly during program year)
2. Coordinate hospitality for special events and holidays.
3. Coordinate seasonal and holiday decorations.

C. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.