

FIRST UNITED PRESBYTERIAN CHURCH

HOSPITALITY MINISTRY

MINISTRY DESCRIPTION



Objective: *You will help FUPC to glorify God through meaningful worship, active discipleship, faithful service, and nurturing fellowship by soliciting and coordinating volunteer teams to prepare an inviting table of food and drink for Sunday morning coffee hour and for special events as requested by the Pastor or the congregation.*

Result 1: Ensure the congregation looks forward to and enjoys gathering for Christian fellowship each Sunday because they are provided with an inviting table of food and drink and a setting that encourages relaxed conversation and opportunities to grow friendships and personal relationships.

Result 2: Coordinate dates for all special events with the pastoral staff. Special events typically include:

- Ordination and Installation of Officers
- Easter – Coffee Cake Sunday
- Pastor Appreciation Day
- Baptisms, New Members, Confirmations
- Welcome and Farewell Receptions for staff
- Others as determined with the pastoral staff

Result 3: Determine the annual budget for coffee hours and special events with the Hospitality Ministry, Session, and pastoral staff.

Result 4: Coordinate the nature of and requirements with the pastor staff regarding special events and the scheduling of any staff necessary to support the special event.

Result 5: Develop a published schedule of all known events with enough people or groups recruited to serve as coordinators and volunteers for the weekly coffee hour and church-wide and special event receptions.

Result 6: Develop written instructions for event coordinators and volunteers that identify required tasks, the budget allotment, and direct them to the necessary supplies and equipment.

Result 7: Inform the congregation of upcoming events by publicizing them in the e-Weekly, *the Steeple*, the bulletin, posted signs, and other ways as appropriate.

Result 8: Recognize all volunteers with some form of thanks provided by the committee or pastoral staff.

Result 9: Ensure that the Coffee Hour Coordinator is kept informed when any supplies are low and need to be reordered. Provide a list of items needed and send via email to FUPC Administrative Assistant at office@firstunitedpres.org.

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Team Composition (number): Session Elders, five (5) to six (6) lay members, pastoral staff advisor.

Time Commitment: Up to five (5) hours per month (committee meetings, communication, *the Steeple* articles, bulletin announcements, recruitment, and event planning as appropriate).

Special Talents and Skill Preferred: Leadership and communication skills; long-term planning skills to prepare yearly schedule; ability to plan and coordinate events on short notice; patient and relaxed personality to train new volunteers; dependable; friendly; gracious; inviting; influential; persuasive; motivating; positive; organized; imaginative; goal-oriented; responsible; idea-oriented; observant; catering experience would also be beneficial.

Spiritual Gifts: Administration, Creative Communication, Hospitality, Leadership, Service/Helper.

Support and Accountability: The Pastor, Session, and each other.

Resources and Training Provided: Training for new Session members; guidance from the Pastor and previous Hospitality Ministry members; Hospitality Ministry, job description.

Requirement: None.

Thank you for considering this important ministry.