



MINISTRY COVENANT

Mission: **ALL** Making Disciples of **ALL**

Strategy: Worship, Learn, **Serve**, Play

Core Values: Word, Discipleship, Honesty, Kindness, **Service**, Community

Our mission of **ALL Making Disciples of ALL** is accomplished as we worship, learn, serve, and play together. Your contribution of service on the Hospitality Team is vital to the fulfillment of the mission of the church. The **Hospitality Coordinator** will coordinate and oversee the Hospitality Team to facilitate “play” and hospitality for guests and members.

MINISTRY TEAM: Hospitality

ROLE: Hospitality Team Coordinator

GOAL: To facilitate fellowship, hospitality, and play for the whole church

PASTORAL TEAM LEADER: Arash Ahmadpour

POSITION REQUIREMENTS:

- Must have completed new members classes (Discovering Jacob’s Well)
- Must have completed level 3 discipleship classes (A Maturing Life)
- Must be an example of mature Christianity as outlined in Discipleship lessons (Levels 1-3)
- Must give consistently to Tithes, Offering, and Missions (TOM)
- Must be faithful in attendance to church services and a small group
- Must be dependable
- Organizational and interpersonal skills
- Time management skills
- Ability to exercise independent judgment
- Ability to use scheduling program
- Must be friendly, creative, energetic, and able to anticipate the needs of guests and members

JOB DESCRIPTIONS & RESPONSIBILITIES

- Exemplify character, integrity, and leadership in a manner consistent with the Word
- Orient, train, and oversee team members
- Coordinate and schedule team members
- Assess and maintain supply inventory and equipment
- Facilitate the preparation of the sanctuary and fellowship hall including organizing, decorating, laying out and replenishing food, cleaning dishes and the kitchen

- Provide ongoing constructive communication with team members and pastoral team lead
- Other duties as assigned

TIME REQUIREMENT:

- Scheduling Staff: One to two hours per quarter
- Training: Two hours per quarter or more frequently to onboard new member
- Potlucks: Approximately 4 hours quarterly (Pre, during, and post event)
- Repasts: As required
- Other: As required

TEAM REQUIREMENT:

- Potlucks: Approximately 4 hours, quarterly (Pre, during, and post event)
- Repasts: As required
- Communion prep: Approximately 1 hour
- Other events: As required

In the spirit of our core values, I understand my role of responsibility and commit to fulfill this ministry covenant in service to God and to the body of Christ.

Covenant Member Signature	Print Name	Date
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Pastoral Team Member Signature	Print Name	Date
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