



J O B D E S C R I P T I O N

Hospitality Coordinator | BETHANY CHRISTIAN CHURCH

POSITION TITLE: Hospitality Coordinator

EFFECTIVE/REVISED: 1/16/2023

DEPARTMENT: Connections

REPORTS TO: Campus Pastor

LOCATION: Central

Campus: Vincennes, Indiana

CATEGORY:

<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> DIRECTOR	<input checked="" type="checkbox"/> STAFF
<input type="checkbox"/> PASTOR	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-MINISTER

OTHER _____

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> WEEKLY HOURS
<input type="checkbox"/> EXEMPT	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-EXEMPT

01. Summary of Position:

The Hospitality Coordinator will be responsible for overseeing the execution of our hospitality ministry at our Vincennes location.

02. Duties and Responsibilities:

Hospitality Team/Connection Central

- Assist in developing the overall vision and philosophy of hospitality ministry from the website, building, and volunteer culture.
- Oversee and manage Difference Maker teams including all greeters, ushers, parking lot attendants, Connection Central difference makers, and all other hospitality team members.

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- Develop a leadership pipeline to invest in and raise up Difference Makers to assist with leading ministry teams.
- Oversee Connection Central environments along with upkeep of current material and first time guest welcome gifts.

Perform other responsibilities as assigned by Direct Report. Bethany Christian Church reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

03. Requirements:

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Bethany Christian Church
- Strong interpersonal and people service skills.
- Solution oriented.
- Have the gift of hospitality.
- Desire to work in a team-oriented, collaborative environment, but also able to work independently.
- Strong problem solving skills.
- Strong administrative skills
- Willing and able to adapt to a fast-paced, ever changing environment.
- Ability to convey a positive, professional image.

04. Employment Understanding:

- Agreement to abide by Bethany Christian Church Ministry Team Handbook, Core Values and Beliefs.
- Agreement to conduct self on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership and being a positive representative of Bethany Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This person will write semi-annual 6x6 goals ministry goals & action plans, with oversight of Direct Report
- During non-business hours he or she should be available for emergency work