



**Job Title: Hospitality & Worship Arts Coordinator**

**Date: April 2024**

**Reports To: Director of Worship Arts**

**Status: PT (25-30 hrs/week)**

**FLSA: Non-Exempt**

**Core Value Commitment:** All employees will be actively engaged in fulfilling the Mission and Vision of Bethany Lutheran Church. Employees will work on creating an inspirational culture by demonstrating Bethany's values in the work they do every day.

### **Job Summary**

The Hospitality & Worship Arts Coordinator will oversee multiple hospitality teams, the altar ministry team, seasonal décor design teams, as well as community engagement event teams. This individual will be responsible for guest services such as connecting with first-time visitors and guiding anyone in the church looking for their next step of involvement at Bethany. Finally, they will provide administrative support to the Director of Worship Arts.

### **Essential Job Function:**

1. Lead, organize and implement all responsible ministry teams to create a positive, effective, and welcoming environment for weekly worship services and special events.
2. Coordinate "Next Step" hospitality services for guests, attenders, and members, including baptisms, volunteer and group opportunities.
3. Assist Director of Worship Arts by executing various administrative tasks.

### **Knowledge, Skills and Abilities:**

- Knowledge of volunteer recruitment fundamentals
- Proficient Microsoft office skills
- Strong writing and verbal communication skills
- Excellent problem-solving aptitude
- Skill in training and supporting volunteers.
- Effective interpersonal skills
- Ability to schedule, organize, and coordinate assignments effectively
- Ability to work effectively in teams
- Ability to manage multiple projects, deadlines, and objectives.

**Education and Experience:**

Bachelor's Degree. Years of experience may be substituted for degree. Must have a minimum of three (3) years' experience in hospitality and/or volunteer management. Must have an active church membership.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrative Signature*

\_\_\_\_\_  
*Date*