



First Unitarian Church of Des Moines

Volunteer Position Description

Position Title: **Hospitality Coordinator**

Purpose: The Hospitality Coordinator at First Unitarian is one of our key lay leadership positions. The Coordinator ensures our church is the welcoming place we all want it to be on Sunday mornings. Specifically, the work of the Hospitality Coordinator serves to meet these goals of our Ends Statements:

- Grow connections
- Intentionally invite and engage others to grow in community with us
- Generously share our time, talent and treasure

Key Responsibilities: Serve as the main organizer and point of contact for the church's 18 hospitality teams, with each team having its own team leader

- Welcome new members to hospitality ministry
- Assign/reassign members to teams
- Maintain, and update as needed, team schedule
- Update as needed duty lists for ushers, greeters and kitchen workers
- Remind team leaders of their upcoming Sunday and, when necessary, provide specific information regarding special events/circumstances that affect hospitality
- Help team leaders train their team members
- Provide team leaders with support as necessary
- Find replacement team leaders when necessary
- Develop a back-up list of volunteers and provide to team leaders

Help maintain the areas of the church critical to hospitality ministry

- Organize and label kitchen areas
- Help coordinate scheduled kitchen deep-cleaning

Act as a communications liaison with church staff

- Provide scheduled team lists to office assistant for inclusion in Order of Service
- Coordinate hospitality needs for special services (e.g., Christmas Eve)

Length of Appointment: Hospitality Coordinators are asked to serve a minimum of 2 and a maximum of 4 years. We envision this leadership role as one that is best rotated among the membership suited for such a position.

Time Commitment: Average of 1-2 hours a week, with occasional need for more time when undertaking a larger project (e.g., kitchen cleaning or organizing, training volunteers)

Qualifications & Desired Attributes:

- Organized
- Willingness to be a welcoming beacon to all who enter First Unitarian
- Ability to communicate well
- Ability to motivate volunteers



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- Flexibility needed for working with all-volunteer crews
- Attention to sanitation/cleanliness needs for food serving in a community setting

Location: Much of the coordination work can be done from home if you have a computer, internet connection, and email address. Helping out onsite at the church is also involved, although you are not required to be “on duty” every Sunday, or even most Sundays.

Support: Councilor for Congregational Life: Ellen Taylor (see directory for contact info)
Membership Coordinator: Laura Berardi (membership@ucdsm.org / 515-244-8603 ext. 103)

More info: <https://www.ucdsm.org/hospitality-ministry/>