



First Unitarian Church of Des Moines

Volunteer Position Description

Position Title:	Hospitality Team Leader
Purpose:	Hospitality Team Leaders bring it all together on Sunday mornings. They make sure First Unitarian will be a warm, welcoming place by shepherding their team through their turn at hospitality every other month, sending a reminder and helping organize people into roles, then ensuring things run smoothly on their Sunday.
Key Responsibilities:	<ul style="list-style-type: none">• Communicate with team members in a timely manner• Coordinate/assign team member duties (ushering, greeting, kitchen)• Train team members regarding duties and changes• Arrange for back-up people when team member numbers are insufficient on a given Sunday• Pass along special notices or other important information from the Hospitality Coordinator
Length of Appointment:	<p>Currently, Hospitality Team Leaders serve for as long as they'd like.</p> <p>Team leaders who step down from leadership are urged to stay on a hospitality team, as are all members of First Unitarian: "Many hands make light work!"</p>
Time Commitment:	Approximately three hours every other month. (Most teams serve 6 times per year.)
Qualifications & Desired Attributes:	<ul style="list-style-type: none">• Willingness to contribute to making First Unitarian Church a welcome place for members and visitors• Organized enough to remember to send others reminders ☺• Ability to communicate with team members and Coordinator
Location:	<ul style="list-style-type: none">• Reminders and other communication with your team can be done from home if you have a computer/smartphone, internet connection, and email address.• First Unitarian Church – main level (Auditorium, lobby, kitchen, Gathering Area, Channing Hall)
Support:	Hospitality Coordinator
More info:	https://www.ucdsm.org/hospitality-ministry/