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:
- 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: Currently, Hospitality Team Leaders serve for as long as they’d like.

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!”

Time Commitment: Approximately three hours every other month. (Most teams serve 6 times per year.)

Qualifications & Desired Attributes:
- 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:
- 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/](https://www.ucdsm.org/hospitality-ministry/)