



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Hospitality Coordinator

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title: Hospitality Coordinator
Reports to: Worship Committee Chairperson
Length of commitment: Two years
Schedule: As needed to schedule, train and pray with members of your team.

Purpose: That every person is warmly welcomed, helped, and valued at FWBFUMC on Sunday mornings.

Job Duties

- The Hospitality Coordinator leads several teams of hospitality in our church:
 - Sunday morning Welcome/Visitor station(s)
 - Sunday morning Coffee team
 - Sunday morning worship service Greeters and Ushers
 - Please refer to these ministry area job descriptions for more details.
- The Hospitality Coordinator would work with these teams to help assist, recruit, train and any other needs that are required.
- Meet with your team (sub-committee chairs) on a regular basis to
 - Stay connected, dream of new ways to be hospitable, plan, schedule, train and pray.
- Website tools and resources: (Please take the time to visit these sites)
 - www.evangelismcoach.org
 - www.evangelismcoach.org/2016/church-hospitality-well-done-no-brainer-return/
 - www.evangelismcoach.org/2012/duties-of-church-hospitality-committee-or-team/

- www.churchleadership.org/apps/articles/default.asp?articleid=42354&columnid=4545

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!