SPRING LAKE CHURCH

Loving God
Maturing in His Character
Reaching the World

Job Description:

Position:	Downtown Welcome Ministries Coordinator
Reports to:	Communications & Connections Coordinator
Type of Position:	Part-Time; Non-Exempt
	8 hours/week (4 hours during the weekend, 4 during the week)
	With more hours during holiday seasons

Overview:

The Downtown Welcome Ministries Coordinator will advance the mission and vision of Spring Lake Church by cultivating a warm and welcoming atmosphere throughout our weekend services at the Downtown Campus. This is done through developing and leading teams of people to serve as greeters, ushers, and hospitality volunteers (coffee and communion).

Responsibilities:

Weekend Services

- Arrive one hour before the beginning of the 9am Worship Service to prepare the lobby areas.
- Check in with team leaders and support them and their teams throughout the morning.
- Provide direction with specific roles the Welcome Team members will play that morning (ex. which door they open, where their post is, who is ushering, who is at welcome desk).
- Be available and ready to problem solve when situations arise.
- Train new volunteers.
- Clearly communicate with new people the mission and vision of Spring Lake..

Weekdays

- Recruit needed volunteers for teams.
- Email all team members scheduled for the upcoming weekend.
- Shepherd current volunteers.
- Check inventory of supplies and order as needed.

Hospitality - Communion

- Recruit for communion teams.
- Order supplies when needed.
- Set up elements, prep for the weekend.
- Communicate and delegate to teams what mode of communion will be used and execute according to that mode.

Hospitality - Coffee

- Schedule Downtown Coffee Teams.
- Recruit for Downtown Coffee Teams and train new volunteers.
- Deep clean coffee pots and coffee station 2x per year.
- Track inventory and order supplies when necessary.

Special Events

- Attend Welcome Weekends (once a month, immediately after each service), set up and clean up supplies.
- Recruit teams prior to major holidays to decorate lobbies of both campuses.
- Be available to work Good Friday, Easter, Mother's Day, Father's Day, and Christmas Eve.

Requirements:

- Vibrant and healthy spiritual life.
- Solid team player who can play the role of servant, peer, and leader in team dynamics.
- Ability to recruit, develop, and retain volunteers.
- Member or willing to become member at Spring Lake Church.