



ALEXANDRIA PRESBYTERIAN CHURCH  
STAFF POSITION DESCRIPTION

**Title: Hospitality Coordinator**

**Context:** Alexandria Presbyterian Church (APC) is a welcoming community of believers, rejoicing in the Gospel, transformed by its power, and responding with grateful hearts in service to our God and world. Hospitality is one aspect of our responding as we tangibly welcome and care for one another and our neighbors. APC continues to expand, and Lord willing, will continue to grow in the future – this will include growing opportunities for hospitality and outreach to our community. We like to have fun together and welcome others warmly!

**Summary:** The Hospitality Coordinator spearheads every aspect of our hospitality ministry. This includes creatively planning and envisioning new outreach events and hospitality opportunities throughout the year; and recruiting, instructing, and equipping volunteers for all major events at APC, including providing support for all social committee functions, coffee/fellowship ministry, and other hospitality needs.

**Ministry Focus:**

I. APC Hospitality

A. Expected Outcomes:

1. Creatively envisions, plans, and executes new and existing outreach and hospitality events.
2. Oversee, recruit, and equip volunteers for the weekly coffee/fellowship ministry.
3. Assist the social committee for congregational dinners.
4. Oversee, recruit, and equip volunteers for the hospitality events, i.e. newcomers dinners, fellowship, and brunches; Inquirer's classes; other outreach, etc.
5. Oversee, recruit, and equip volunteers for all special events, i.e. Easter, Fall picnic, Thanksgiving, Christmas, choir and other in-house retreats, etc.
6. Oversee, recruit, and equip volunteers for any other major event, i.e. weddings, funerals, vision banquets, etc. Walk with and support families as these events are executed.
7. Recruit and help the decorating team decorate for all special events.

B. Associated Tasks:

1. Recruit a lead and/or assistant and volunteers for each event 4-6 weeks prior to the event.
2. Identify necessary items needed for each event, i.e. decorations and food.
3. Assist in the purchasing of special event items.
4. Coordinate event preparations, i.e. food and decorations.
5. Help with decorations for all special events and Christmas decorating.
6. Execute all aspects of the plan on the day of the event.
7. Identify all aspects of the supply needs for the social committee events and the hospitality ministry, i.e. coffee ministry and miscellaneous hospitality events.
8. Communicate supply needs to admin assistant or purchase supplies needed for various events.



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II. Other Duties

A. Expected Outcomes:

1. Special event coordination and safety.
2. Kitchen organization and maintenance.

B. Associated Tasks:

1. Apply for Market Square Use Permit and Noise Permit from the City of Alexandria for the Easter Sunrise service 3 months prior to Easter.
2. Coordinate supplies that need to be taken to the Sunrise Service.
3. Contact police officer if needed for special event parking needs.
4. Coordinate with the deacons any needs for special event parking.
5. Periodic cleaning out of the refrigerators at both RRC and WBRC.
6. Weekly straightening up of pantries and supplies.

**Expectations/Required Qualities:**

- A. Exhibits passionate love for Christ that consistently reveals itself through Godly obedience, personal devotion, worship, and prayer life.
- B. Has a deep love for Christ's church and his people, and is a shepherd of God's people (John 10, Acts 20:28-31).
- C. Must be a member of APC or be willing to become an APC member upon hiring.
- D. Exhibits a love for hospitality, hosting events, and is a strong team player.
- E. A leader and recruiter of teams that is organized and completes tasks following through to completion.
- F. Self-motivated and self-directed.
- G. Able to lift and carry ~40 pounds (cases of water, boxes of supplies, etc)
- H. Communicates well with APC staff, other APC ministry leaders, and volunteers.
- I. Demonstrates a close working relationship with the Senior Pastor, EDM, Office Manager, and Elder for Administration.

**Accountability structure:** This position reports to the Office Manager, if there is one on staff, or the EDM in the absence of an Office Manager, for all administrative and operational matters, and the Senior Pastor on pastoral issues.

**Compensation:** This position is part-time with anticipated 8-10 hours/week (including Sunday activities).