



HOSPITALITY Coordinator

The position of Hospitality Coordinator will embrace the hospitality of the church (especially Sunday morning) and assist with the recruitment of church members to assist with all events as well as guest integration with Associate Pastor.

DUTIES - Recruit and coordinate volunteer for events, meetings and Sunday morning services

EVENTS AND MEETINGS

- Coordinate event details with staff
- Coordinate details for special meals/food and hospitality with ministry as necessary
- Coordinate annual/holiday/bridge events
- Purchase needed supplies
- Coordinate set-up and clean-up of each event

SUNDAY MORNING

Guest reception

- Ensure Welcome Center is staffed
- Coordinate Lobby Hosts (greeters) each Sunday
- Identify and talk with guests
- Follow up after initial visit and introduce to appropriate staff
- Follow up on any welcome cards

Food and beverage

- Coordinate coffee team
- Coordinate all kitchen related functions

Safety and security

- Be a presence in lobby for security - lock nursery folks in if no one in lobby
- Ensure Ushers have properly taken care of offerings each Sunday

Housekeeping

- Ensure Lobby is ready for congregation and guests
- After worship is complete, clean up lobby and assist other ministries as necessary

HOURS AND WORKDAYS

- 12 hours a week- Ideally 2 weekdays and Sunday
- \$18 an hour

Centreville Presbyterian Church 15450 Lee Highway, Centreville, VA 20120

submit resume to jobs@cpceco.org | www.cpceco.org | 703.830.0098