

Hospitality Coordinator, McClure United Church

Reporting to the Minister of Renewal and Worship, the Hospitality Coordinator will lead, plan, implement, organize and facilitate an effective hospitality initiative for McClure United Church with initial emphasis on Sunday morning welcome and hospitality including coffee and food initiatives. Part-time position, up to 6 hours/week, with room to grow the position as the vision expands. May complete some planning and organization from home but an on-site presence is required on Sunday mornings between 8:30 AM and 12:30 PM at McClure United Church. Position will require seasonal flexibility. This is a new position. The chosen applicant will help develop the roles and responsibilities of the position in collaboration with church leadership.

Skills required:

Leadership – aptitude to work with church renewal team, ministerial staff, and volunteers to create and implement hospitality strategies directed toward current and prospective participants of McClure United Church. The task will involve recruiting a small team of individuals who will intentionally extend hospitality before and after Sunday morning worship. Training and support of this team, in consultation with the ministerial staff, will be an important function of this position.

Creativity – motivated to continually look for ways to welcome and include current and prospective participants in McClure Church is essential. Visioning and networking will be an important part of this role.

Organization/Planning – Design and implement a ‘hospitality plan’ for Sunday mornings at McClure Church, while giving consideration to how welcome and hospitality might be expanded to become an ever larger part of the McClure Church experience. Consideration to expand work hours beyond six hours per week will be informed by potential hospitality initiatives.

Responsibilities:

Develop and facilitate a hospitality program for McClure Church with an initial emphasis on Sunday morning participants.

Recruit, lead and manage a volunteer team to accomplish the hospitality goals.

Coordinate Sunday morning worship service and post-service hospitality including providing guidance to Welcomers and the Coffee Preparation team as well as making personal contact with participants of, and newcomers to, McClure United Church.

Be the primary ‘face’ of hospitality for McClure United Church and, where appropriate, make referrals to McClure events, programs and opportunities.

Liaise with the ministry staff to communicate pastoral needs, newcomer identification and other relevant referrals.

Qualifications:

Is, or is prepared to be upon hire, an active participant in the life and worship of McClure United Church
Paid or volunteer experience in organizing and delivering hospitality in an institutional setting.

Please direct inquiries and application to ruthmireau@sasktel.net