

Hospitality and Events Coordinator

The Hospitality and Events Coordinator will provide a warm atmosphere, and a well-orchestrated team of people focused on providing a consistent level of food and beverage service at every significant event at The Bible Chapel. In addition, they will provide oversight to the infrastructure to make this possible.

General Responsibilities:

- Partner with each ministry to effectively plan and execute the food and beverage portion of all events, including ministry team meetings (examples could include but are not limited to: Celebration of Life Events, Monthly Women's Night Out, Mom's Together meetings, TBC Elder meetings, Monthly Staff Meetings, VBS, Marriage Journey, etc.)
- Provide set-up, service and clean-up cleanup for events as needed
- Recruiting and training team of volunteers to setup, serve, and cleanup for events/catering events (i.e. special events servers, bereavement servers)
- Shopping for hospitality supplies as needed (electronic ordering, delivery receiving of orders, occasional physical pick up of supplies at preferred vendors)
- Coordinate requests for Hospitality needs (FMX requests, meeting with Ministry leader for confirmation of need, are volunteers needed, etc.)
- Trained in use of Kitchen equipment and processes (i.e., running food warmers, fill up/usage/cleaning of coffee and drink containers, dish washers, etc.).
- Contact and coordinate Linen Services as needed for events.
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Hospitality, Empathy, Administration, Creative Communication, Leadership

Skill Competencies: Attention to Detail, Balanced Decision Making, Commitment to the Job, organizing skills, Consistently and Reliability, Creativity, Flexibility, Handling Stress, Initiative, Intuitive Decision Making, Meeting Standards, Persistence, Personal Relationships, Practical and Proactive Thinking, Relating to Others, Sensitivity to Others

Vision: Connecting people to God and others through creating a warm and hospitable environment

Experience: Mature, growing believer in agreement with belief and teaching of The Bible Chapel

Time/Allocation: Part-time, stipend

Hours: 15-19.5 hours per week

Accountability: The Hospitality Coordinator is accountable to the Chapel Café Manager.

*This Job Description is subject to change at management's discretion.