

## Hospitality Job Descriptions

General Contact: Linda Yoho at [linday@redeemerrockford.church](mailto:linday@redeemerrockford.church)

### **Greeter**

#### **Role:**

Door greeter will stand at one of our entrances, joyfully greet people, give eye contact, a smile, and provide a warm welcome to everyone who enters. Check in greeter will check off names from RSVP list.

Time Commitment: One service, 2 Sundays a month. Come 30 mins before the service and then return for 10 minutes after the service. One year commitment.

### **Lobby Host**

#### **Role:**

While standing in one of our lobby areas, joyfully greet people, make eye contact, smile, offer a second hello and look for those who may need additional help finding their way around Redeemer.

Time Commitment: One service, 2 Sundays a month. Come 30 mins before the service and then return for 10 minutes after the service. One year commitment.

### **Welcome Center**

#### **Role:**

Stand behind Welcome Center and assist guests who have questions. Help register new visitors on iPad form. Know how to navigate the iPad to help people find answers for future events on our website. If you don't know the answer, offer to follow up.

Time Commitment: One service, 2 Sundays a month. Come 30 mins before the service and then return for 10 minutes after the service. One year commitment.

### **Usher**

**Role:** Joyfully welcome people and assist with seating. Collect offering and general clean up of the auditorium post service.

Time Commitment: One service, 2 Sundays a month. Come 30 mins before the service and then return for 10 minutes after the service. One year commitment.

### **Van Team**

**Role:** Help us partner with Rockford Rescue Mission by providing rides to and from our church services. Also, provide ride pick up for those unable to drive themselves. Have an interest in the needy in our community. Be comfortable conversing with them as you drive. You must have the appropriate CDL license for this role.

Time Commitment: 2 Sundays a month. Come to church by 8:45 to get the van key and start the pick up route. You will then need to return guests and should be back to the church by 11:00. One year commitment.

### **Connection Corner**

#### **Role:**

Joyfully greet people as they exit the service, be prepared to answer questions, pray and offer encouragement to guests. Offer gift to new visitors. As needed, fill out a Connection Card. Help John and Betsey with guests' needs.

Time Commitment: One service, 3-4 times a year. Come 5 mins before the service ends and stay 20 minutes after the service. One year commitment.

### **Coffee Team**

#### **Role:**

Prepare coffee, keep the area well stocked during your shift. Be helpful, joyfully greet people, make eye contact, smile, and provide a warm welcome to everyone who visits the coffee area. Straighten up the seating area.

Time Commitment: 2 Sundays a month. Come 60 min before the worship service to prepare coffee. At the beginning of each service, clean up the coffee area and close the door to the kitchen. One year commitment.

### **Security/Medical Team**

#### **Role:**

Using your area of expertise, provide a safe environment to our church family. Be willing to wear an earpiece and be on call to the rest of the team while you serve. Be comfortable with emergency situations and be able to react calmly and clearly.

Time Commitment: One service, 2 Sundays a month. Come 30 mins before the service and then return for 10 minutes after the service. One year commitment.

### **Apron Team**

#### **Role:**

Plan and prepare baked goods, cook or bring meals as needed.

Time Commitment: As needs arise and as you are available.

### **Care Team**

#### **Role:**

Write encouraging notes to welcome babies or sympathy notes for lost loved ones. Pray for those you write too.

Time Commitment: As needs arise and as you are available.

### **Communion Preparation Team**

#### **Role:**

Fill communion plates with crackers and juice. Set out in the Auditorium. Uncover Gluten free dishes. Turn on candles and replace batteries if needed.

Time Commitment: 2 times a month, one service. Come 30-45 min before service

**Hospitality Lead (not needed at this time)**

Oversee the hospitality teams. Help recruit and train all volunteers. Assist with communication and scheduling. Coordinate with the church staff of any events, holidays or church needs to better assist the Team leads. Be familiar with and keep up to date on the software. Encourage and continually express the mission and vision of the ministry to the team.

Time Commitment: 3-4 hours a week