

Unitarian Universalist Church of Muncie
Hospitality Team Member
Job Description

Basic Mission

The Hospitality Teams are responsible for providing support functions for the Sunday worship service. The team members work together, under the direction of a team leader, to complete a number of hospitality tasks and coordinate with the Worship Associate to ensure a meaningful worship experience for church attendees.

Main Tasks (Typically distributed among team members)

1. Prepare coffee for the after worship service fellowship.
2. Set up coffee distribution and fellowship tables in the southeast corner of the sanctuary.
3. Assist in the insertion of the printed Order of Service into the hymnals.
4. Greet Sunday morning church attendees to the sanctuary.
5. Distribute hymnals and Order of Service to church attendees.
6. Usher and assist attendees to seats if necessary.
7. Add additional seating to the sanctuary when needed.
8. Distribute and manage collection baskets during offertory.
9. Serve coffee during fellowship after conclusion of Sunday worship service.
10. Aid in the collection of, cleaning and storage of the coffee pots, coffee mugs and other fellowship supplies following the after service fellowship.

Schedules & Time Commitments

Each hospitality team is assigned one of the four Sundays in each month. Members of each team should be present between 9:30 and 10:00 AM to begin preparation of the coffee and completion of the pre-service tasks. The Hospitality Committee, comprised of the four hospitality team leaders, meets before the worship service on the 5th Sunday. Team members may attend on occasion if desired.

Preferred Qualifications

Desirable persons for Hospitality Team members are outgoing and friendly with good interpersonal skills. A desire and willingness to learn the workings of the Sunday worship service support tasks is necessary.

Compensations & Rewards

A hospitality team member will be presented the opportunity to get to know regular attendees of Sunday worship services, as well as greet and make visitors feel welcome. The successful completion of the required tasks, resulting in a smoothly run and meaningful worship service, will leave the team member with a sense of purpose in service to the congregation.