



Position Focus Hospitality Coordinator

PURPOSE

To foster connections that help people commit to IBC.

STATUS

Part-Time
Non-Exempt

REPORTS TO

Engagement Pastor

WORKS CLOSELY WITH

Engagement Pastor, Facilities Director,
Communications Department

DIRECT REPORTS

N/A

QUALIFICATIONS

- » Strong desire to see IBCers connect, commit and grow
- » A habit of prayer
- » Excellent administrative, planning, and event planning skills
- » Responsible manager of resources
- » Reliable and consistent
- » Avid organizer
- » Knack for creating warm, safe, and welcoming spaces
- » High bar for excellence in execution
- » Absolute confidentiality
- » Familiarity with web-based CRMs
- » Propensity for initiative-taking and problem-solving
- » Coachable with a desire to grow
- » Desire to replicate influence and develop others

CONTINUING RESPONSIBILITIES

Manage Sunday Environments: Work with Engagement Pastor, Hospitality Intern, and volunteers to ensure welcoming spaces for newcomers throughout the building, especially in Town Square, Connection Center, and Explore IBC.

Manage Connection Data: Work with Database Administrator to provide data-driven insights about IBCers – both old and new – and how they find connection. Oversee weekly data processes.

Plan Events: Plan and execute ministry events such as volunteer trainings, volunteer appreciation dinners, Deacon meet-and-greets, volunteer recruiting lunches, membership classes, Connection Coach lunches, etc. This includes invitations, registrations, attendee communications, facilities and decoration, schedules, etc.

Budget Reporting: Manage ministry budget updates, vendor invoices, and funds requests.

Support: Provide ongoing support to Hospitality, Connections, Baptism, Membership, and Diaconate ministries as needed.

Grow: Shadow Engagement Pastor in leadership situations with an eye toward taking more responsibility.

Approved by:
Approved date:
Reviewed (annually):