



# Bethany Grace Fellowship

## Job Description

### Deacon – Hospitality

**SUMMARY:** Deacons at BGF are servants at heart. They are called to serve and support specific ministries within the church. Deacons do not set policy. They follow the direction provided by the Pastoral Staff and the Elder Board. However, deacons are often called upon to support church leadership with expertise and suggestions. Deacons are the primary point of contact for their ministry.

The Hospitality Deacon is responsible for overseeing and organizing aspects of the hospitality needs of the church. Events and areas of responsibility include:

1. Church Wide Connection Meals
2. BGF 101 and BGF 202 Lunches
3. Stocking the kitchen pantry with needed supplies
4. As needed, will also help to stock coffee bar
5. Help to create a welcoming and family like atmosphere for each event hosted by the church.

#### DUTIES:

- 1) Review church calendar and help to space out connection meals throughout the year that will help for the church partners to connect regularly. Also, try to coordinate with other ministry leads to develop a connection meal schedule that helps other ministries connect with the greater church body.
- 2) Create sign up sheets for each connection meal, so that the joy of serving the church can be shared by many members of the church.
- 3) Coordinate with the Elders when the BGF 101 and BGF 202 sessions are being offered. Provide lunch by ordering or preparing in house the food needed for each lunch. The lead pastor has been providing the final number to the hospitality deacon typically 4 days before the lunch dates.
- 4) Actively recruit team members. Help team leads identify candidates and work with them to recruit new members who fit the role.
- 5) **Provide budget requests annually. Be current on the status of the Hospitality budget and familiar with typical expenses. Understand the reimbursements you are signing for.**
- 6) Attend Deacon Team meetings and Leadership meetings as scheduled and provide input regarding team successes, goals, aspirations, needs, etc. Prepare annual report for church wide annual meeting with year in review highlights.