

Title: Host Coordinator

Purpose: To train and coordinate those serving as Parking Hosts, Service Hosts, and Door Hosts as well as to make recommendations to the Lead Pastor as to the most effective ways in which to ensure that all guests and regular attenders have an exceptional experience at Freshwater.

Duties and Responsibilities: The Host Coordinator is in charge of most host/greeter-related issues pertinent to the normal functions of the church during the weekly worship gathering. Those duties include:

- Scheduling those working as Parking Hosts, Service Hosts, and Door Hosts. This includes working with Planning Center as well as communicating with volunteers concerning future scheduling conflicts.
- Recommending any training that would benefit those serving in such positions.
- Addressing any host-related issues that arise regarding workers or processes used.
- Recommending to the Lead Pastor any needed equipment for the completion of assigned duties.
- Recommending to the Lead Pastor any individuals believed to be willing/able/gifted to serve as Parking Hosts, Service Hosts, or Door Hosts.
- Ensuring that Communion is prepared on scheduled Sundays (please see 'Communion Instructions' in Communion Box).
- Working in Planning Center to accept/deny service schedules as well as to block-out future dates of unavailability.

Working Relationship: The Host Coordinator will oversee the work of those serving as our Door Hosts (Greeters) at the Front Door and in the Warehouse, those serving as Parking Hosts and those serving as Service Hosts. He/She will work directly under the leadership of the Lead Pastor (Please see Freshwater Ministry Structure).

Spiritual Requirements: The Host Coordinator must be a Partner in good standing with the church and must be in regular attendance.

Length of Term: 1 Year