

All Souls Unitarian Universalist Congregation
Job Description of Committee Chair or Ministry Team Leader

Hospitality Team

Committee or Ministry Team: Coffee Hour Scheduler and Coordinator

Date: 10/8/18

Prepared By: Katrina Bercaw, Janet Marolda

***MISSION STATEMENT:** All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

***VISION STATEMENT:** All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?
 - The Hospitality committee provides coffee and snacks that encourage people to linger after services, thus supporting social networking among the congregation, especially for those Souls attending meetings before or after the service.

Responsibilities of Scheduling Coordinator

- Enlist volunteers to serve as coffee hosts for the church year with a once per month commitment.
- Contact coffee host volunteers in order to establish availability for upcoming services. Email list is provided as well as possible new volunteers.
- Create a coffee host schedule and enter on All Souls spreadsheet, usually for one or two months at a time.
- Email the schedule to coffee hosts. Administrator sends a reminder to people when it is their Sunday and includes their names in the Order of Service for that Sunday.

- Endeavor to establish food-safe practices and training.

Responsibilities of Kitchen Coordinator

- Update coffee host directions as needed.
- Request or purchase hospitality supplies (coffee, decaf, napkins, cups, tea, non-dairy creamer, sugar, sugar substitutes, and cookies) as needed.
- Ensure that coffee urns/pots are in working order, purchase new ones when needed or buy replacement parts.
- Organize hospitality supplies (tablecloths, towels, utensils) with the help of volunteers.
- Newsletter announcements; request edibles for coffee hour from the congregation as needed.
- Represent Hospitality Team at Council Meetings

3. Knowledge and skills:

- Organizational and email skills very helpful.

4. Estimated number of hours per month:

- Approximately 3 hours per month

5. Position term:

- 2 years

6. This team coordinates with (indicate other teams or committees):

- Administrator regarding variations in the schedule of services

7. Additional relevant information: