



JOB PROFILE – DEACON OF HOSPITALITY

Document To Be Reviewed By:	Campus Pastor
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To Be Approved By:	Elder Body
Date Approved:	3/5/2025

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ROLE TITLE:	Deacon of Hospitality
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TYPE OF ROLE:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Lay
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JOB TITLES:	Deacon of Hospitality
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ORGANIZATIONAL STRUCTURE:	
This role reports <u>indirectly</u> to:	Lead Pastor
Titles of roles reporting directly to this role:	None
Titles of roles reporting indirectly to this role:	Cafe Coordinator, Greeter Coordinator, Usher Coordinator

Note: This Job Profile provides a generic description of this role and the associated work complexities. It describes the way in which the performance of any individual in this role will be measured, and provides person and job specifications of the role for recruitment, selection and talent development purposes. It does not detail specific activities performed in carrying out tasks associated with this position. Further to the information in this Job Profile, employees are expected to comply with all applicable state and local laws, church policies, work collaboratively, and exhibit a good work ethic.

I. POSITION SUMMARY

The Deacon for Hospitality, under the direction of the Lead Pastor, shall coordinate activities related to caring and mutual support in the body of Christ. The responsibility involves oversight of the café, greeter, and usher ministries. However, the Deacon is not expected to lead each sub-team but to oversee the effective ministry of each and serve as a conduit from each committee/ministry to the Executive Team. Likely this position would oversee Coordinators of individual ministries.

II. JOB RESPONSIBILITIES

- Oversee the following ministries:
 - Cafe Team
 - Greeter Team
 - Usher Team
- Encourage and give guidance to the coordinators who oversee the ministries under their care.
- Provide training for the ministries under their care.
- Assist team coordinators in recruiting Impact Team members for their team.
- Develop training and team-building opportunities at Impact Nights.
- Ensure all Impact Team positions' job descriptions are current and up to date as to align with the vision of WMC.
- Meet regularly with the ministry coordinators for encouragement, equipping, and training.
- Fill in for the role of coordinator when one is not available.
- Perform other duties as may be requested by the Lead Pastor

III. GENERAL RESPONSIBILITIES

- Be a part of the worshipping community of Woodburn Missionary Church on a regular basis
- Attend regular team meetings, Executive Team meetings, and any other meetings required by the Lead Pastor
- Meet regularly with Lead Pastor
- Coordinate activities with other ministries of the congregation in cooperation with Executive Team
- Be in contact with office staff and provide a timely and accurate schedule of activities
- Keep the congregation informed of pertinent events
- Provide bi-monthly reports for the Executive Team and a year-end report for the congregation
- Manage the disbursement of budgeted funds for ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church
- Provide for the keeping of administrative records (requested by the Executive Team, Elder Body, and Lead Pastor)

IV. WORKING CONDITIONS

The position of Deacon of Hospitality requires great flexibility in hours available for work, including evenings and weekends. The position is a lay volunteer position and is an important role in ensuring the connectedness of the body. The position is not expected to shoulder this load on its own but rather to lead the efforts and arrange for the Church body to participate as each one is gifted.

V. QUALIFICATIONS AND REQUIREMENTS

Since the Deacon of Hospitality is a lay position and is important to the ongoing operations of the Church, Woodburn Missionary Church seeks a person who:

- Agrees with Woodburn Missionary Church's Beliefs and Core Values and commit to exhibit a lifestyle that is consistent with the same
- Although flawed, seeks to conform to the likeness of Christ more every day
- Has a passion for the people of the Church
- Has the desire to serve the Woodburn Missionary Church body
- Generates new ideas and programs
- Values a team concept of ministry
- Has the ability and desire to work with other people
- Has good organizational skills
- Is experienced in developing and maintaining a budget