



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Connect Center Coordinator

Job Description: The Connect Center is an important part of the hospitality ministry of Tuxedo Church. The Connect Center Coordinator is responsible for maintaining the Connect Center booth, supplying and organizing needed materials, scheduling and training volunteers, and working the Connect Center booth.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be faithful and reliable.
3. Must be able to work with and communicate with people.
4. Must be able to arrive 30 minutes before service to prepare Connect Center for receiving guests as they enter Tuxedo Church.
5. The Connect Center Coordinator is responsible for scheduling and training volunteers.
6. Must have a positive and Christ-like attitude.
7. Should check the Connect Center following service to make sure everything is put away and turned off before leaving.
8. Should have a general knowledge of the ministries and operations of Tuxedo Church to be able to share with guests and visitors.
9. Should be friendly, outgoing, and kind.
10. Must have a servant's heart.



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Leadership Job Description/Expectations

Position(s): Connect Center Volunteer

Job Description: The Connect Center is an important part of the hospitality ministry of Tuxedo Church. Connect Center Volunteers are responsible for working the Connect Center booth, greeting and directing guest, being warm and welcoming, collecting visitor information, selling merchandise and collecting money, and communicating to the Connect Center Coordinator any needs, challenges, or problems that may arise.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be faithful and reliable.
3. Must be able to work with and communicate with people.
4. Must be able to arrive 15 minutes before service to receive guests as they enter Tuxedo Church.
5. Must be comfortable with selling merchandise and collecting money.
6. Must have a positive and Christlike attitude.
7. Should make sure everything is clean and put away before leaving booth.
8. Should have a general knowledge of the ministries and operations of Tuxedo Church to be able to share with guests and visitors.
9. Should be friendly, outgoing and kind.
10. Must have a servant's heart.