

**Willow Hill United Methodist Church  
Director of Hospitality**

**This position is part of the directing staff at Willow Hill and is supervised by the Pastor.**

General overview of duties listed under high level categories of responsibilities.

**Sunday Morning Welcoming Activities**

- Network with Sunday attendees being able to distinguish between regular attendees and visitors. Learn their names and the frequency of their attendance.
- Recognize where Sunday morning attendees could potentially integrate into existing small groups and serving opportunities within Willow Hill Church.

**Volunteer and Group Management**

- Recruit, schedule, and train the volunteers who are responsible for the worship services on Sunday Morning.
- Envision, create, expand, and support new and existing fellowship or hospitality groups.

**Worship Center**

- Prepare the Worship Center, foyer, and lobby for Sunday worship services and other events of the church.

**Pastoral Support**

- Communicate congregational needs to pastor
- Attend weekly staff meetings (if possible) or meet with the pastor
- Coordinate with Pastor in planning church programming
- Assist with pastoral duties where needed/requested

**Special Event Assistance**

- Provide assistance for special events and services, including providing hospitality for funerals

This position requires up to 15 hours a week. (Extra hours may be required around Christmas and Easter.)

Edited: 4/28/2022