



## Inreach Commission

# Hospitality Coordinator Position Description

### Reports To:

Inreach Commission Chair.

### Ministry Purpose / Objective:

To promote fellowship and camaraderie among parishioners through planned social events and activities.

### General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

**Responsibilities of Hospitality Coordinator:**

- Schedules event planning meetings with committee members and other ministries.
- Contacts committee members for event participation.
- Reserves rooms, grounds annually.
- Maintains Communication with Pastor and Inreach chair for needs, and direction of program.
- Coordinate events in creative ways so that attendance is maximized.

**Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

**Meetings:**

- All Commission meetings.
- Planning Meetings.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

- |                                                   |                  |
|---------------------------------------------------|------------------|
| • Annual parish event planning and participation. | 10-12 hours/year |
| • Meetings                                        | 3-4 hours/year   |
| • Annual e-mail contacting                        | 4-6 hours/year   |
| • Administrative duties                           | 1-2 hours/year   |

**Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

**Qualifications Required of All Ministry Coordinators:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

**Additional Qualifications Required:**

- Commitment to detail.
- A friendly nature.
- Ability to delegate responsibility.

**Hospitality Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Inreach Commission  
**Hospitality Coordinator Task List**

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**General Tasks for All Coordinators:**

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
  - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

**Additional Tasks:**

- As needed.