

22 — Hospitality Team Leader

Mayflower Church Position Description | **22 — Hospitality Team Leader**

Ministry Team Leader Position

Role Summary

Purpose	Ensure that church facilities and services extend a warm welcome to all guests and members, creating a welcoming atmosphere.
Accountable To	Board of Deacons
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Deacons
Time Commitment	3-5 hours/week plus event coordination

Qualifications

Hospitable, organized, and detail-oriented. Able to coordinate volunteers and manage hospitality logistics.

Key Responsibilities

- Coordinate coffee hour, refreshments, and fellowship meals
- Ensure church facilities are clean, welcoming, and well-maintained
- Recruit and train hospitality volunteers
- Organize greeting teams and ensure first-time guests are welcomed
- Coordinate special event hospitality (receptions, dinners, etc.)
- Manage supplies and inventory for hospitality needs
- Work with other ministry leaders to ensure hospitality supports their events

Training & Support

Hospitality planning resources, volunteer management training

A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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