



## OVERVIEW

The Sunday Coffee Host Coordinator supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by creating a warm and inviting time of fellowship on Sunday mornings.

## RESPONSIBILITIES

- Work with Parish Life staff to organize weekly Coffee hour fellowship utilizing volunteer bakers and hosts.
- Identify volunteers with assistance from staff, and schedule volunteer hosts to provide hospitality on Sunday mornings around coffee and treats.
- Coffee Hour fellowship to be held on most Sundays in the fall and spring, excluding Sundays with special events such as All Saints Sunday, Palm Sunday, Parish Picnic, etc. Full calendar to be determined with help from staff.
- Work with sextons to plan for coffee stations and supplies.
- Work with communications staff to provide details about Coffee Hour hospitality both to recruit volunteers, as well as to inform parish of the opportunity.
- Consider meeting with volunteers once or twice during the year to outline expectations and answer questions.

## RELATIONSHIPS

Works with the Parish Life staff, sextons, and other ministry staff to ensure all parishioners feel welcome on Sunday mornings.

## TIME COMMITMENT

Setting up volunteer schedule and meeting with volunteers should take place in late summer leading up to fall, and in November leading up to spring, likely several hours. Then minimal time commitment to follow up with volunteers and staff to ensure details are in place.

## SKILLS AND INTERESTS

Commitment to fellowship with parishioners; well organized; good communication skills.

## RESOURCES AND TRAINING

Parish Life staff will help in recruitment of volunteers and resources needed to execute a successful coffee hour on Sundays.

*Curious? Interested in this ministry?*

Contact Catherine Beemer, Director of Parish Giving, at [catherine.beemer@stgeorgesnashville.org](mailto:catherine.beemer@stgeorgesnashville.org) or 615-385-2150 x 244 or Robin Puryear, Director of Pastoral Care, at [robin.puryear@stgeorgesnashville.org](mailto:robin.puryear@stgeorgesnashville.org) or 615-385-2150 x 247.