

STG 101 HOSPITALITY COORDINATOR

OVERVIEW

The STG 101 Hospitality Coordinator(s) support the church's mission to "receive, live, and share the abundant life of Jesus Christ" by helping plan and host quarterly STG 101 Membership Dinners in Bradford Gallery.

RESPONSIBILITIES

- Ahead of time, coordinate hospitality for each STG 101 dinner with Director of Lay Ministry Engagement.
 - Assist with procurement of caterer if needed.
 - Recruit 4-6 volunteers to help host for each dinner.
 - Coordinate provision of simple centerpieces for the guest tables.
- On the night of the dinner, meet caterer and team ahead of time in Bradford Gallery and serve as hosts for the dinner.
 - Work with Director of Lay Ministry Engagement and team to ensure tables are set and ready.
 - Meet caterer and help make sure dinner buffet and wine station are set up.
 - Wear name tag, greet guests warmly as they arrive, offer wine and conversation.
 - Help serve guests as they go through the buffet line.
 - Be willing to introduce yourself to the group if asked.
 - Remove dinner plates and place desserts on tables.
 - Once guests have adjourned to the sanctuary for instructed Eucharist, finish clearing tables.
 - Once tables are cleared, you are done!

RELATIONSHIPS

- The STG Hospitality Coordinator works with the Director of Lay Ministry Engagement and with other members of the STG Hospitality Team, and through this process engages with newcomers.
- This team works in communion with other welcome team members to create an inviting and approachable environment, and to make St. George's feel like "home" to newcomers.

TIME COMMITMENT

Quarterly, approximately 1-2 hours planning, and 2 ½ hours the night of each dinner

SKILLS AND INTERESTS

Warm and hospitable spirit; comfort conversing with strangers; enthusiasm for making others feel welcome

RESOURCES AND TRAINING

This coordinator will work with the Director of Lay Ministry Engagement to plan and execute these dinners.

Curious? Interested in this ministry?

Contact Martha Rodes, Director of Lay Ministry Engagement, at martha.odes@stgeorgesnashville.org or 615-385-2150 x 249.