



Hospitality and Events Supervisor

Summary of the Position

The Hospitality and Events Supervisor exists to lead the hospitality efforts of Fellowship as they relate to the staff and members of our church as well as the outside rental partners we are blessed to serve. This position is tasked to help make sure our church is communicating the Gospel to all our guests in the way that they are welcomed into the building and congregation.

Description of Duties

Sunday Morning Guest Experience

- Leadership
 - Responsible to set the standard for hospitality at Fellowship Dallas.
 - Member of the Sunday Worship Experience Team.
 - Recruit, train, and lead volunteers for all welcome teams. (Welcome, Coffee, & Communion Teams)
 - Build relationships & disciple volunteers.
 - Make the common areas of Fellowship Dallas a hospitable environment for guests on Sunday morning.
- Administrative
 - Utilize Planning Center platform to schedule volunteers and workflows.
 - Manage team budget.
 - Order supplies for the welcome teams and maintain seatbacks.

Event Coordination

- Church Events
 - Maintain coordination requests for internal events and partner with ministries as needed to provide support and resources.
 - Suggest & order supplies for events as requested.
 - Serve as Project Manager for major events within the church at the request of the Ministry Leaders.
 - Function as onsite host for all-church events as needed.
 - Coordinate Church holiday planning.
 - Coordinate all weddings.
- External Events
 - Responsible for maintaining relationships with church rental partners regarding their events. Responsibilities include:
 - Quoting, planning, and invoicing of rental events.
 - Maintaining the rental calendar in conjunction with the facility director.

- Coordinating with facility manager to staff rental events.
- Present onsite as needed to represent the church during rental event.
- Develop Gospel-oriented relationships with rental partners.
- Maintaining the rental budget. Developing the revenue and scope of the rental program in line with the church vision structure.

Front Desk & Cross Functional Administrator Team

- Responsible for the supervision of receptionists/cross-functional administrators and front desk during business hours.
 - Coordinating tasks for cross functional administrators.
 - Schedule front desk coverage during scheduled vacations and sick time.

Position Details

Qualifications, Skills, and Gifts

- Can communicate the Gospel clearly. Passion to make people feel welcome.
- Willing to become a covenant member of Fellowship Dallas. Willing to become proficient in the mission, vision, and values of Fellowship Dallas.
- Willingness to work flexible hours as needed with comp time provided.
- Experience in volunteer leadership and development.
- Ability to administrate a large range of details, people, and projects.
- Excellent communication and listening skills.
- Works proactively and creatively to solve problems and find improved ways of operating.
- Able to perform responsibilities independently and without direct supervision.
- Good computer skills and proficient in Microsoft Office and other software programs.

Compensation and Benefits

- Full time – 40 hours per week.
- Salaried. flexible work schedule options.
- Sunday to Thursday work week.
- Laptop and office.
- Health, vision, dental, and retirement benefits