

**WHITE BLUFF WBC  
ORGANIZATION AND PROCEDURES MANUAL**

4.2.8

**HOSPITALITY COORDINATOR**

**3/18/2014**

**Purpose:**

The purpose of the Hospitality Coordinator shall be to promote and sustain ongoing programs that seek to involve the WBC membership and to care for all kitchen properties of the WBC so that they will serve the needs of the membership. This position is a part-time paid position.

**Responsibilities:**

- Provide a program of social life for members of the Congregation and provide publicity concerning the WBC's life and activities. These include, but are not limited to, fellowship dinners, picnics, receptions, sports, etc. Bimonthly or quarterly activities are to be planned and coordinated so that all members may participate.
- Coordinate with other Membership Care Committees to hold dinners or receptions for new members to share information about WBC activities.
- Develop special seasonal programs/activities through the year in order to enhance the spiritual enrichment of the membership, such as the Christmas progressive dinner, etc.
- Plan special programs and coordinate with the other Membership Care Committees to invite new prospective members to social gatherings, potluck dinners, games, etc.
- Host special functions as deemed necessary such as Ministerial Alliance lunch.
- Purchase paper goods for all activities of the WBC, with the exception of special events hosted and budgeted by another committee.
- Purchase juice and coffee for fellowship after Sunday services.
- Organize and purchase kitchen supplies for activities that occur during each month.
- Ensure the kitchen is maintained, cleaned and ready for use.
- Inspect kitchen after use by third parties and report deficiencies such as dirty floors, counters, unwashed dishes, and missing items to the Office Administrator.
- Maintain volunteer staff sufficient to assist with all events and activities. Appoint and manage hospitality sub-committees as appropriate.

**Administrative:**

- The Hospitality Coordinator has multiple reporting to the Membership Care Committee, administratively to the Office Administration, and to the Staff Relations Committee. This part-time position is an appointed position and serves at the discretion of the Chair of the Membership Care Committee and the Staff Relations Committee.
- Bring any committee policy, procedural, financial, or functional related issues to the attention of the Membership Committee Chairperson for consideration.
- In coordination with the Membership Care Committee, prepare and submit a budget request for the next fiscal year in accordance with the instruction and schedule provided by the Treasurer.
- Obtain Board of Trustee approval for any unbudgeted capital expenditure over \$500.00, with concurrence of the Membership Care Chairperson.

- Keep Office Administrator informed of plans for meetings, activities or events.
- Attend Membership Care Committee meetings or send representative if unavailable.
- In January of each year prepare a calendar of all events scheduled along with routine events held annually in the Maurice Martin Fellowship Hall. This calendar will be given to the Chair of the Trustees who will send it to the General Manager of White Bluff Resort. The General Manager will decide if there are events shown on the calendar that White Bluff Resort may wish to make a proposal for catering. This decision will be made prior to January 31 each year. Each event that White Bluff Resort wishes to make a proposal for catering will be handled on an individual basis in a timely manner before the event.