



**POSITION: GLOBAL MISSIONS & HOSPITALITY COORDINATOR**

**ACCOUNTABLE TO: MISSION DIRECTOR**

**RESPONSIBLE FOR:**

**SALARY-EXEMPT FTE 1.0**

**OUR VISION:** Central Christian Church seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshipping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

**Position Summary:** The Global Missions & Hospitality Coordinator at Central Christian Church is responsible for making sure everyone who walks through our doors feels welcomed and cared for. This role oversees the hospitality ministry on Sunday mornings and for special events, ensuring a warm and inviting atmosphere. From coordinating volunteers to creating a culture of genuine Christ-like hospitality, this person will serve to make sure the love of Christ is shown to all who come in.

In addition to hospitality, this role helps integrate missions into the life of the church. Working closely with the Missions Director, the coordinator will help ensure that global missions is a core part of who we are as a church. This includes making missions visible and engaging for the congregation and assisting with the preparation of short-term mission trips. Through both hospitality and missions, this role helps connect people to the greater mission of being a family that loves God, knows God, loves people, and makes disciples of all nations.

**Responsibilities and Essential Task:** The Global Missions & Hospitality Coordinator will perform various task but not limited to the list below.

#### **Global Missions**

- Work closely with the Missions Director to ensure that missions is a visible and active part of CCC's culture.
- Promote global missions projects, events, and opportunities within the church.
- Lead in the preparation, organization, and logistics of short-term mission trips for CCA.
- Engage with the congregation to encourage involvement in global missions.
- Support and communicate with missionaries and mission partners, when needed.
- Plan and execute mission-focused events for CCA alongside teaching the mission's class.
- Integrate missions into the Hospitality Ministry, ensuring alignment with CCC.
- Maintain and update missions-related materials, displays, and resources around the church.



- Support CCA fundraising efforts for mission trips and partnerships, as needed.
- Track and organize CCA's mission trip applications, training, and debriefing.

### **Hospitality**

- Work closely with the Missions Director to ensure that the Hospitality Ministry is a visible and active part of CCC's culture.
- Oversee the hospitality ministry on Sunday mornings and for special events.
- Recruit, train, and coordinate hospitality volunteers to ensure a welcoming environment.
- Ensure first-time guests are warmly greeted and have a positive experience at CCC.
- Work with church leadership to maintain a culture of hospitality that reflects Christ's love.
- Oversee hospitality logistics such as the Info-Central (welcome station) and coffee bar.
- Assist in planning hospitality needs for church-wide gatherings, conferences, and special events.
- Develop and implement strategies to improve the overall impression of first-time visitors at CCC.
- Coordinate with other ministries to provide hospitality support for their events, when able.
- Maintain hospitality supplies and ensure they are stocked and organized.
- Gather feedback and continually refine the hospitality ministry to better serve the congregation and guests.

### **SPIRITUAL:**

Has repented, put their faith in Christ alone, and accepts the Central Christian Church 8-point statement of faith

### **EDUCATION/CERTIFICATION:**

Bachelor's degree preferred or equivalent experience

### **REQUIRED KNOWLEDGE:**

Proficient in Office 365

### **EXPERIENCE REQUIRED:**

Knowledge of the word of God, ministry experience, and a teachable spirit.

### **SKILLS/ABILITIES:**



- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of the church, school, and visitors.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.
  - Integrity, humility, and service - It is taken for granted that a person who is pursuing full-time compensated ministry will live a life of integrity, humility, and service. These characteristics are not optional.
- Pragmatic – Must be able to generate sensible, realistic, and practical solutions to problems.
- Risk taking – Willing to take a calculated risk without “betting the farm.”
- Resourceful – Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. A “doer.”
- First Impression – Professional in demeanor, creates favorable first impression – body, language, eye contact, posture.
- Team Player – Reaches out to peers. Overcomes “we – they.” Approachable. Leads peers to do what is best for the organization.
- Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore, or deny conflicts.
- Drive – Exhibits energy, a strong desire to achieve, and a high dedication level.
- Multi-Task –Oversee several people at the same time. The ability to do several tasks is imperative.
- Self-Motivated – The lead Pastor believes in his staff. He is not looking to micro-manage a ministry. He is looking for someone that has an intrinsic motivation to give and do his or her best.
- Technology – Sees culture trends and technology as tools to reach people.
- Relational – The ideal candidate should be able to relate to, connect, and engage with children, teens, and adults from all diverse backgrounds.

#### **Ministry Expectations:**

**As a staff member of Central Christian Church, I commit to the following:**

1. Member or becoming a member of Central Christian Church
2. Care for my own soul – spiritually, physically, emotionally, and intellectually
3. Care for my own family – spiritually and emotionally
4. Exemplify a godly life in public and private
5. Handle conflict Biblically
6. To repent quickly of any revealed sin
7. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
8. Strive to be a humble, servant leader worth following



9. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
10. To put the best interest of the Church always before mine or my personal ministry
11. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
12. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog
13. To strive to shepherd people with gentleness and love through change, good times, and difficult times
14. Faithfully and compassionately care for people
15. Be a learner with a teachable spirit – actively pressing yourself to learn new things
16. To give my best effort and strive for excellence
17. To be a servant of the Church in the workplace willing to step in when and where necessary
18. To acknowledge communication quickly, even if the answer is not known, with an estimate of when you can respond more fully

**Working Conditions:**

Primarily office environment with the ability to engage in the community as required

**Physical Requirements:**

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

**Direct Reports:**

N/A

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the position of Global Missions & Hospitality Coordinator and I certify that I can perform these functions.

Employee/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_