



## Community & Hospitality Coordinator

FULL-TIME POSITION  
OVERVIEW



**Faith**  
PRESBYTERIAN

## Summary

### CHURCH MISSION

*Faith Presbyterian seeks to exalt the King in **Worship**, exhibit the kingdom in **Community**, and extend the kingdom in **Mission**.*

### CHURCH OVERVIEW

Faith Presbyterian Church (FPC) is a growing congregation in suburban Birmingham with an average worship attendance of ~1,200 between two morning worship services.

Faith's life together is shaped by rich worship, gospel-centered community, and a deep commitment to thoughtful and faithful leadership.

## POSITION OVERVIEW

The Community and Hospitality Coordinator exists to help Faith become an unmistakably welcoming and relationally connected church. This role combines personal connection with administrative execution.

At its heart, this position is about people. The Community and Hospitality Coordinator will spend significant time building intentional relationships with women who are new to Faith, getting to know them, helping them understand our church, and guiding them toward meaningful connection and service.

Alongside relational ministry, this role provides logistical and administrative support for key community initiatives under the Director of Community, helping ensure that Faith's pathways for connection are clear and well-executed.

This position is full-time; primarily in-office work Monday–Thursday, with Sunday responsibilities supporting weekly worship and hospitality ministries.

## QUALIFICATIONS

### SPIRITUAL + CULTURAL ALIGNMENT

- Committed Christian with theological alignment to Faith
- Enthusiastic supporter of Faith's mission, leadership, and ministry philosophy
- Exhibits warmth, humility, and a servant-hearted posture

### RELATIONAL STRENGTH

- Strong interpersonal and listening skills
- Emotionally intelligent and pastorally sensitive
- Comfortable initiating conversations and building trust quickly
- Discerning in helping people find meaningful places of connection

### ORGANIZATIONAL ABILITY

- Able to manage multiple projects simultaneously
- Clear communicator (written and verbal)
- Administrative competence with digital tools and databases

### PERSONAL TRAITS

- Warm, welcoming presence
- Dependable and proactive
- Flexible and collaborative
- Able to maintain confidentiality and healthy boundaries





# Job Description

## RELATIONAL HOSPITALITY

- Initiate and schedule 1-on-1 meetings with women who are new to Faith
- Listen attentively to their stories and spiritual backgrounds
- Answer questions about Faith's theology, culture, ministries, and events
- Help newcomers understand pathways for involvement in Kingdom Communities, Grace Groups, and service opportunities.
- Follow up with guests where appropriate to ensure connection at Faith.

## ADMINISTRATIVE & LOGISTICAL SUPPORT

### **New Members Process**

- Aid in recruiting and hosting New Members Classes

### **Churchwide Events**

- Assist in planning and executing churchwide events (e.g., Family Camp, Church Picnic, Thanksgiving Service)
- Manage registrations, communications, volunteer coordination, and event logistics
- Ensure events reflect Faith's welcoming culture

### **Guest Follow-Up & Engagement**

- Oversee consistent, thoughtful follow-up systems for guests
- Track guest engagement and next steps
- Coordinate communication touchpoints
- Work with staff and volunteers to ensure timely responses

### **Sunday Hospitality and Volunteers**

- Oversee Sunday logistics to ensure environments are welcoming, organized, and seamless
- Identify gaps and recommend improvements in guest experience

### **Administrative Support**

- Provide administrative support to the Director of Community

## RELATIONAL COMMITMENTS

At Faith Presbyterian Church, we believe ministry is shaped not only by what we do, but by how we relate to one another. These relational commitments describe the shared culture we expect of our pastoral staff.

These commitments are values that help us embody the grace and truth of Christ in staff meetings, ministry planning, leadership development, conflict, and daily interactions.

Alignment with these commitments is essential for healthy collaboration, staff unity, and long-term ministry fruitfulness at Faith.



## COMMITMENTS

- **Prepare with Respect:** showing up present, prepared, punctual, and focused, honoring one another's time and contributions.
- **Listen with Humility:** assuming positive intent, listening generously, and prioritizing the mission of the church over personal silos.
- **Share with Courage:** engaging honestly, welcoming healthy conflict, and contributing with a solution-seeking posture.
- **Serve with Integrity:** keeping commitments, taking responsibility, and leading by serving rather than protecting position.
- **Repair with Grace:** pursuing reconciliation quickly, owning mistakes without defensiveness, and viewing repair as an opportunity for growth.





TO APPLY FOR THIS POSITION:

*Please complete an application at  
[faith-pca.org/position-openings](https://faith-pca.org/position-openings)*