



Mission: Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community.

**POSITION:** Hospitality Development Manager

**REPORTS TO:** Associate Pastor

**STATUS:** PT Nonexempt ~ 16-20 hours/month

**Position Description:**

The Hospitality Development Manager provides oversight for the overall guest experience—from parking lot to seating in sanctuary and all points in between. This role includes the development and support of a Worship Experience Team Coordinators and provides supervision, training and support allowing for collaboration and implementation.

**RESPONSIBILITIES:**

- Identify structure and support positions that will create a culture of radical Gospel hospitality, vision casting for our volunteers to live into the King of Kings E4 strategy.
- Provides supervision and ongoing support for the Worship Experience Team in developing training materials, scheduling and facilitating training, and ensuring that background checks are current.
- Works in conjunction with the Worship Experience Team in identifying and recruiting new team members.
- Ensures consistency in training for Worship Experience Team members.
- Actively participates in Explore Membership events by connecting them with an area that compliments their personalities, seasons of availability, and interest.
- Meets quarterly with key team members to provide training before and debrief after significant seasons of the church year.
- Meets with the Associate Pastor for visioning, encouragement, and support.
- Partners with the Volunteer Coordinator to ensure coverage for worship.
- Awareness of visitors, those needing assistance and be available to respond to any emergencies occurring outside the Sanctuary.
- Other duties as assigned

**EDUCATION/EXPERIENCE:**

Bachelor's Degree or equivalent experience

One year of experience in traditional or contemporary Christian worship support including ushering, communion assisting, reading, and/or leading worship.

**COMPETENCIES:**

- Embodies Gospel Hospitality
- Strong interpersonal skills in working with different personalities and leadership styles.
- Attention to details and strong organizational skills..
- Ability to maintain confidentiality and discretion.
- Ability to take initiative and work with minimal supervision
- Working understanding of developing teams and equipping teams
- Strong collaboration skills for working in team
- Must be able to work in both the Google and the Microsoft platforms

**Working Conditions and Physical Demands:**

- Schedule will include working evenings, weekends, and extended hours as required by ministry needs. This includes Christmas and Easter.
- Extensive standing, walking, and sitting for extended periods of time.
- Lifting of supplies and equipment up to 25 pounds if necessary.

1583 Radio Drive  
Woodbury, MN 55125



*A mature faith, a personal relationship with Jesus Christ, commitment to ministries of King of Kings, along with membership in the congregation and worship at King of Kings are requirements for all employees.*

## **ABOUT KING OF KINGS**

King of Kings is a vibrant family of faith. We use the term “family” to indicate the heart and spirit of this congregation as we gather in community, grow together and nurture one another in faith — and to indicate the importance we place on families worshiping, serving, and learning together. King of Kings has been blessed with a strong physical presence within the city of Woodbury as it sits atop Radio Drive; yet more importantly, God also calls and challenges us to be a witness in the world so that others may come to know and experience His love.

**Our Mission** is simple, “Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community.” As a body of faith, we not only seek to address the effects of physical hunger both locally and globally, but our hunger to grow in faith and to be in community with other believers.

We believe that our journey of faith is an ongoing process of growth and mutual investment where people of all ages engage, support, and learn from one another.

We are excited for you to join the amazing staff at King of Kings and grow the mission for God’s glory.