



WEST SHORE
FREE CHURCH

POSITION DESCRIPTION WORSHIP & HOSPITALITY ADMINISTRATIVE COORDINATOR

Approved: September 12, 2025 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Full-Time – 40 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Worship & Hospitality Administrative Coordinator serves West Shore Free Church (WSFC) by helping to create a welcoming environment where people feel seen, invited, and encouraged to grow in Christ together. This role leads Sunday Worship & Hospitality Teams, manages front-of-house operations during services, coordinates volunteers, supports worship and technical logistics, plans ministry events, and provides ministry administrative and communication support.

QUALIFICATIONS

Ministry Specific

- Excellent people skills with the ability to engage all types of personalities with sensitivity and discernment
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Strong analytical and problem-solving skills
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Service-minded and flexible
- Continual learner
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents
- Associate or Bachelor's degree preferred. Applicants with related work experience will also be considered.

Team:

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.



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- Affirm WSFC's Statement of Faith, Constitution & Bylaws and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

Worship Coordinator (20 hours/week average)

- Serve on the Worship Service Planning Team, including tracking weekly and annual agenda items and handling related communication assignments on behalf of the team
- Coordinate and schedule volunteers for Communion and special events using the church database and software
- Schedule all technical equipment requests for events
- Serve as back-up to the Technical Manager, including handling routine sound, video and lighting set-ups
- Oversee and coordinate all churchwide copyright requirements to include reporting and licensing renewals
- Inventory and maintain Worship Team supplies and equipment
- Coordinate churchwide baptisms
- Collaborate with the Worship Team to plan and execute special services and events, including Christmas Eve, Good Friday, Easter, churchwide baptisms, communion, Child Dedications, etc., with in-person attendance required
- Organize and host in-person Worship Team volunteer trainings and appreciation events
- Serve on the Communications Team as a representative of the Worship Team
- Develop and distribute worship-related communication products, including weekly Sermon Notes and Sunday service slides
- Provide worship coordination support for various ministries
- Perform administrative duties in support of the Worship Ministry
- Provide churchwide administrative support, as needed

Hospitality Coordinator (20 hours/week average)

- Organize and administer a ministry incorporating many volunteers, with in-person Sunday attendance required
- Follow up with newcomers to answer questions, as well as help them identify and take next steps
- Lead and coordinate the volunteer Hospitality Ministries Team, including related administrative responsibilities, team recruitment, training, communication and scheduling
- Equip and empower team members to serve in their gifting
- Coordinate with staff teammates to maintain a lobby space that is helpful towards welcoming first-time visitors and inviting all into worship
- Oversee event registration, coordination and support
- Coordinate calendars, room reservations and event scheduling
- Offer honest feedback and constructive recommendations when needed



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In addition, be available to fulfill other responsibilities as assigned.

REPORTING RELATIONSHIPS

The Worship & Hospitality Administrative Coordinator serves under the general authority of the WSFC Elder Board and reports to the Worship Pastor. The Worship & Hospitality Administrative Coordinator works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Work will primarily be accomplished on-site in a sedentary office environment, with occasional moderate physical activity, including moving technical equipment, about 15% of the time. Workdays and hours will vary to meet ministry needs, with a strong emphasis on presence during Sunday mornings and holiday worship services. Occasional travel may be required.