



Doylestown Presbyterian Church

Volunteer Job Title: Hospitality Subcommittee Member

Reports To: Kathy McQuate, Moderator

Time Commitment:

- The Hospitality Subcommittee meets on an as needed basis.
- In addition to attendance at meetings, subcommittee members have some duties to carry out that are aligned with the mission of the subcommittee.
- There are no term limits imposed on subcommittee members (except for the Moderator, who has a three-year term limit). New subcommittee members generally begin in June, though they can also join the subcommittee at other times of year, at the discretion of the Moderator.

Purpose: The purpose of this role is to support the DPC strategic plan by focusing on the full meaning of hospitality, including how to optimally welcome both DPC members and visitors to the church.

Duties: Members of the Hospitality Subcommittee are responsible for:

- Recruiting, training, and managing the volunteers needed to effectively and efficiently implement coffee hour (during the program year) and lemonade (during the summer).
- Developing a schedule of volunteers that ensures an uninterrupted hospitality ministry (including substitutes, where needed).
- Keeping a list of volunteer bakers who can be called upon, if needed, to help provide refreshments, as well as developing a plan for how half-n-half will be supplied.
- Communicating with and supporting volunteers and addressing any questions or concerns that may arise.
- Working alongside volunteers to continually reimagine and refresh coffee hour, increase its effectiveness and efficiency, and ensure the hospitality ministry at DPC remains strong.
- Maintain open lines of communication with DPC staff and collaborating where necessary (e.g., ordering of supplies; notice of events at DPC that may impact coffee hour; publicizing/promoting coffee hour).
- Any other initiatives the subcommittee may undertake to help ensure DPC is an inclusive, warm, and welcoming community of faith.

Requirements and Training:

- We seek subcommittee members who understand the importance of hospitality in the life of the church, and who have strong skills in volunteer recruitment and management.
- No specific training is required to serve on the Hospitality Subcommittee.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

Be a bridge for Christ and a beacon of His love.