

First Impressions Coordinator

Supported by:

Connections Coordinator

Objective

The First Impressions Coordinator is responsible for working with the First Impressions Team to create an atmosphere of unlimited welcome to all and is vitally important to the mission and vision of Crossroads. The position is part of the overall process of worship planning.

Teams

All Staff

Worship planning

Connections Team

Hours - 15

The First Impressions Coordinator is paid on an hourly basis, up to fifteen hours per week, with core hours on Sundays, 8:00 – 12:00 and the weekly staff meeting.

Qualifications

Affirm and align with the Crossroads mission and vision and lead toward the vision with authenticity and integrity.

Possess ability and willingness to work with a wide variety of people across all ages.

Ability to organize, coordinate and motivate others with an ongoing positive attitude, humility and a sense of joy.

A strong team player willing to collaborate with other staff members, teams and the people of the Crossroads community.

Dependable, responsible, self-motivated individual.

Responsibilities

-Work with the Connections Coordinator to recruit and train First Impressions teams including but not limited to: Ushers, Parking Ushers, Greeters, Communion servers, Kitchen hospitality and other teams as needed. Schedule the weekly teams to ensure coverage for all roles and schedule substitutes when necessary.

-Oversee the weekly scheduling of all First Impressions teams, recruit and train team leaders in each area, ensure that weekly reminders are sent to all scheduled servers, schedule substitutes when necessary.

- Work with team members and Connection Coordinator to plan special food hospitality at least twice per month.
- Plan, set up and clean up all supplies needed for Tea With Tim.
- Ensure that First Impressions teams have all items needed for Sunday morning including name tags, pens, Worship handouts, special activity handouts for kids, special items that will be needed for worship each week.
- Update First Impressions teams about any schedule changes or special instructions regarding the weekly Worship service, Breakfast Club, Kidventure, Tea With Tim and other events that may happen on Sunday mornings.
- Order and pick up fresh baked goods for weekly service.
- Purchase and prepare the Communion Elements both for the altar (loaf of bread and juice) and for the congregation weekly.
- Be onsite at 8:00 each Sunday to prepare things for the First Impressions teams to arrive. Check in team members as they arrive or designate team leaders to check in their individual team members.
- Be available in the hallway before and after worship to greet people and answer questions.
- Maintain an up to date inventory of food and drink supplies. Procure all kitchen supplies used on Sunday morning and for special events such as: plates, cups, napkins, utensils, table linens.
- Maintain database of weekly food items consumed and any special activities associated with the date.
- Be responsible for the inventory of table coverings and replenish as needed. Coordinate the weekly laundering of all table linens used on Sunday. These may be dropped off and picked up from a dry cleaners.
- Assist with setting up special activity stations in the sanctuary when they are part of the worship experience.
- Assist with special events/services throughout the year such as Ash Wednesday, Holy Week services, Christmas, Easter and other special events as needed.
- Meet regularly with the Connections Coordinator.
- Meet as needed with the Worship /Program Integrator to coordinate activities for Sunday morning.