



Facilities & Hospitality Coordinator

Part-Time | 15 Hours/Week

United Methodist Church of the Shepherd exists to connect people to the God who desperately loves all so that we can live as disciples in Christian community.

Church of the Shepherd (COS) is seeking a reliable, organized, and hospitality-minded individual to help create welcoming, clean, and well-prepared environments for worship, ministry, and community gatherings.

This part-time role combines hospitality support, room setup, building organization, and Sunday morning preparation. The ideal candidate enjoys helping behind the scenes, notices details others miss, and takes pride in creating spaces that help people feel comfortable and cared for.

Responsibilities

Sunday Morning Hospitality Support

- Prepare hospitality areas including coffee, donuts, kitchens, and gathering spaces
- Help maintain clean, welcoming, and organized public spaces during Sunday worship
- Monitor and restock bathrooms and hospitality supplies as needed
- Assist with room resets and general Sunday morning support
- Help create a calm and welcoming environment for guests and members

Facilities & Building Support

- Set up and reset rooms for meetings, classes, and events
- Assist with organizing storage rooms and ministry spaces
- Perform upkeep and maintain overall building appearance and readiness
- Identify maintenance concerns and communicate them to staff

Team Collaboration

- Support church events and ministry activities as needed
- Help foster a culture of hospitality, organization, and care

Who You Are

- Dependable and self-motivated
- Organized and attentive to detail
- Friendly and helpful with staff, volunteers, and guests
- Able to notice needs and proactively solve problems
- Physically able to lift, move, and set up tables, chairs, and supplies
- Takes pride in creating welcoming environments



Qualifications

- Prior facilities, hospitality, custodial, event setup, or building support experience preferred
- Ability to perform physical work including lifting and room setup
- Ability to communicate clearly and work collaboratively
- Background check required

About COS

Church of the Shepherd is an inclusive United Methodist congregation that welcomes and includes all people, including LGBTQIA+ people, different ethnic backgrounds, ideologies and genders. We value authenticity, thoughtful faith, community impact, spiritual growth, and servant leadership.

Our worship attendance averages approximately 500+ people weekly online and in person, with a growing number of younger families and adults. We are committed to helping people encounter God in ways that are honest, hopeful, and life-changing.

Schedule & Compensation

- Approximately 15 hours/week
- Sunday mornings required
- Additional weekday hours typically Tuesday and Wednesday
- \$25/hour

To Apply

- Please submit a resume, a brief introduction, and why you are a good fit for COS to staffing@coswired.org
- Please no phone calls