

# Chanctonbury CHURCH

## Host Coordinator - Ashington

Hosting the Sunday morning services involves hosting and welcoming the Lord, through the presence of the Holy Spirit, helping to set the atmosphere, and hosting and welcoming the whole congregation, ensuring that everything is done to the highest standard, to the best of our ability, using the resources given to us by God and giving our first fruits to God.

We are looking for someone to oversee the hosting teams at Ashington.

### Key responsibilities

- Setting up, organising and supporting host teams.
- Ensuring that all practical aspects are in place for services to flow seamlessly.
- Putting in place a team for special services, such as Christmas Day.
- Liaising with Service Leaders and Host Team for specific requirements, such as unusual details to take into account for the upcoming Sunday.
- Ensuring that the church has been set up correctly (including the chair layout) for the upcoming Sunday (as advised by the Church Office), making changes if necessary.
- Encouraging newcomers to join Sunday hosting teams

### Key attributes

- A person who is happy to lead, inspiring others to serve joyfully, doing anything required, taking a turn of duty, being willing to get stuck in themselves.
- A person who is proactive, with an eye for detail, quick-thinking so able to take responsibility for making changes as necessary, even whilst the service is running.
- A person who can get alongside others to inform, support, praise, encourage and thank generously.
- This role could be shared between two individuals if appropriate.

### For more information, please contact:

Pippa Cleeve, Events Coordinator

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