

CORAL RIDGE PRESBYTERIAN CHURCH

HOSPITALITY AND EVENTS MANAGER

Position Overview

The Hospitality and Events Manager is responsible for creating and maintaining a culture of hospitality throughout Coral Ridge Presbyterian Church. This role oversees church events, Sunday hospitality ministries, executive office hospitality functions, and conference hospitality services. The manager ensures that all events and gatherings are executed with excellence, professionalism, and a welcoming spirit that reflects the mission and values of the church.

Key Details

Full Time

- Monday-Friday | 9:00am-5:00pm
- Flexibility to adapt during peak events and seasons.
- Off hours communication will be expected and part of a normal work week.

Reports to: Senior Director of Business Operations

Key Responsibilities

1. Sunday Morning and Worship Hospitality

- Oversee all hospitality-related ministries connected to Sunday worship services and special worship events.
- Recruit, train, schedule, and manage hospitality volunteers.
- Develop systems and standards for greeters, hosts, welcome teams, and hospitality volunteers.
- Ensure guests, members, and visitors experience a warm and welcoming environment.
- Coordinate hospitality needs for concerts, special services, conferences, and seasonal worship events.
- Continually evaluate and improve hospitality systems and volunteer engagement.

2. Church Events and Special Programs

- Plan, coordinate, and execute church-wide events throughout the year.
- Assist ministries and departments with event planning, logistics, hospitality, and execution.
- Coordinate food service, room setups, decorations, vendor relationships, and event support.
- Oversee monthly staff lunches, including catering arrangements, reservations, and special staff appreciation events.
- Lead seasonal decorating efforts for Christmas, Easter, Holy Week, and other church celebrations.
- Develop event timelines, volunteer assignments, and operational plans to ensure excellence in execution.
- Manage the department credit card, including tracking expenses, reconciling receipts, ensuring compliance with church financial policies, and submitting timely documentation for accounting purposes.

3. Conference Hospitality and Food Service

- Lead hospitality planning and food service operations for the Kingdom Come Conference and other major conferences hosted by the church.
- Coordinate catering, meal functions, receptions, volunteer teams, and guest services.
- Work closely with conference leadership to create a seamless attendee experience.
- Manage hospitality budgets, vendor relationships, and event logistics.
- Develop and oversee volunteer teams supporting conference hospitality functions.
- Ensure conference guests, speakers, donors, and attendees receive exceptional care and service.

4. Executive Office Hospitality

- Maintain a high standard of hospitality for Executive Office functions and gatherings.
- Coordinate food service, room preparation, and guest experiences for executive meetings and special events.
- Ensure meeting spaces are welcoming, professional, and prepared in advance of scheduled functions.
- Assist with donor, board, and VIP hospitality needs as requested by Executive Office leadership.
- Support special receptions and smaller hospitality events hosted by the Executive Office.

Position Qualifications

- A mature and growing Christian whose faith is central to daily life.
- Strong alignment with the mission, vision, values, and doctrinal commitments of Coral Ridge Presbyterian Church.
- Demonstrated experience in hospitality, event management, venue operations, or related fields.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Proven ability to recruit, train, and lead volunteer teams.
- Ability to manage multiple projects simultaneously while maintaining attention to detail.
- Commitment to the mission and values of Coral Ridge Presbyterian Church.
- Flexible schedule, including availability for evenings, weekends, and special events as required.

To Apply

Interested candidates should submit the following materials to **lauren@crpc.org**:

- Cover letter of application outlining interest in the position and alignment with the church's mission.
- CV/resume detailing relevant experience and education. Applications will be reviewed on a rolling basis.

