

# Board of Worship

---

## Coffee Fellowship Coordinator

**Mission Statement:** The Coffee Fellowship of Trinity Evangelical Lutheran Church promotes Christian fellowship and facilitates a welcoming environment by offering beverage and pastries to members and guests between regular Sunday worship services, all to the glory of God.

**Description:** The Coffee Fellowship Coordinator ensures the Coffee Court is set up, the beverages and pastries are purchased and made available for the hosts at the regular Sunday worship services. The Coordinator presides over the Coffee Fellowship leadership team which includes the Co-Coordinator and Scheduler.

### **Qualifications:**

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Financially responsible
- Good administrative skills
- Works well with others
- Previous food and/or purchasing experience is a plus
- Attends church regularly

### **Responsibilities:**

1. Serve as liaison between the Board of Worship and the Coffee Fellowship leadership team.
2. Coordinate the Coffee Fellowship leadership team.
  - a. Set meeting place, dates and times.
  - b. Create agendas for meetings.
  - c. Lead meetings.
3. Maintain inventory.
  - a. Purchase food, beverages and supplies.
    - 1) Alert Kitchen Coordinator as paper supplies run low.
  - b. Ensure items are available for the hosts Sunday morning.
  - c. Maintain purchase records.
    - 1) Retain receipts to submit for reimbursement.
    - 2) Stay within parameters of budget.
4. Prepare.
  - a. Ensure the Coffee Court is set up Sunday morning.
  - b. Ensure juice mix beverages are prepared as necessary.
5. Communicate.
  - a. Alert the Board of Worship to issues and opportunities as they relate to the Coffee Fellowship.
  - b. Submit budget recommendations to the Board of Worship.
    - 1) Fiscal budget runs July to June.
  - c. Create and maintain easy to follow instructions for the hosts.
    - 1) Location of food, beverages and supplies
    - 2) How to make coffee
    - 3) When to set up/take down
    - 4) Coffee Fellowship team contact list
  - d. Support and encourage the Coffee Fellowship team and hosts.

## Board of Worship

---

**Time Commitment:**

- 10 – 15 hours per month
- 1-year commitment

**Relationships:** The Coffee Fellowship Coordinator works closely with the Co-Coordinator and Scheduler and seeks to encourage and support the Coffee Fellowship team and hosts in their ministry. The Coordinator reports to the Board of Worship.

**Training:** The Coffee Fellowship Coordinator will be trained by the outgoing Coordinator. The Coordinator will have the opportunity to participate in further leadership development training as it is available.