

Board of Worship

Coffee Fellowship Scheduler

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 Scheduler is part of the Coffee Fellowship leadership team which includes the Coordinator and Co-Coordinator. The Scheduler is responsible for calling and scheduling volunteers to host the Coffee Fellowship at the regular Sunday worship services.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Attention to detail
- Dependable and able to meet deadlines
- Good phone skills
- Attends church regularly

Responsibilities:

1. Secure hosts for Coffee Fellowship.
 - a. Contact members and explain the Coffee Fellowship program.
 - b. Generate interest from members to serve as hosts.
 - c. Secure commitment from members to host.
 - 1) Send printed instructions to the host as needed.
 - 2) Offer personalized instructions if requested (via Coordinator).
 - 3) Target six or more months before a host is asked to repeat.
2. Schedule.
 - a. Create and maintain a monthly Coffee Fellowship Host schedule for all regular Sunday worship services at Trinity Evangelical Lutheran Church.
 - b. Update the schedule as necessary.
 - c. Send updated schedules to Church Secretary, for posting on the website and for posting a thank-you on Sunday's information screen.
 - d. Maintain records of past servers.
3. Serve as member of the Coffee Fellowship leadership team.
 - a. Support and encourage the Coffee Fellowship team and hosts.
 - b. Bring issues to the attention of the leadership team for action as they arise.
 - c. Look for opportunities to improve the Coffee Fellowship ministry.

Time Commitment:

- 4 hours per month
- 1-year commitment

Relationships: The Coffee Fellowship Scheduler seeks to encourage and support the hosts in their ministry, works closely with the Coordinator and Co-Coordinator, and provides the church secretary with up-to-date schedules. The Scheduler reports to the Coordinator.

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