



Job Description
Hospitality & Volunteer Coordinator
Part time – Hourly
March 2025

Position Objective

St. Andrew Lutheran Church is in Eden Prairie, MN and is a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to “Live out our Faith in Daily Life.” Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders.

We are seeking a part-time Hospitality & Volunteer Coordinator to support weekly events that St. Andrew hosts, such as our Wednesday night dinners, Sunday services and seasonal gatherings.

A qualified candidate will have experience with coordinating volunteers, organizing and hosting events and possess a high level of organization. As with all staff at St. Andrew, we are looking for someone who is naturally warm, friendly, and approachable and serves as a good representation of the church and the values we hold.

Job Responsibilities

- Thought partner to our Pastor of Community Engagement to strategize on event planning, seasonal décor, and themes; assist with implementation of ideas and plans
- Organization of volunteers such as Sunday morning greeters, ushers, and communion help
- Ordering donuts and coffee weekly for Sunday services
- Organizing and ordering all hospitality supplies
- Track and maintain expenses for weekly menus for accurate spending and cost projections; align expenses to the allocated budget
- Assist with seasonal Church events which require extra organization with services, ushers, and volunteer coordination)
- Plan Wednesday night dinners with the chef and hospitality team, and volunteers
- Manage Wednesday night dinners, including projecting the number of attendees, purchasing non-perishable food items, setting tables, reconciling payments at the end of the night, and tracking inventory for low-stock items
- Attend Tuesday morning worship planning meetings as necessary

Position Type/Expected Hours of Work

This position is a part-time, hourly position, based upon a projected 20 hours per week an hourly rate of between \$20.00 and \$25.00 per hour, depending on qualifications. The schedule is flexible, with Wednesday evenings required through approximately 8:30 PM.

St. Andrew Lutheran Church is an equal opportunity employer commitment to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, national origin, age, disability, marital status, or veteran status.

Position Reports to: Pastor of Community Engagement