

**SUNSET PRESBYTERIAN CHURCH
POSITION DESCRIPTION**

Position Title: Ministry & Events Host – Morning Shift

Reports To: Facilities Lead

FLSA Status: Full-Time (30–40 hours/week)

Date Revised: March 13, 2026

PHILOSOPHY

Sunset Presbyterian Church is a community of people connected to each other and committed to loving our world through faith in Jesus Christ. We seek to experience the life-changing power of that faith, express Christ's love through serving, and actively reproduce these values through mentoring and investing in others.

The Ministry & Events Host supports this mission by helping create welcoming and well-prepared spaces where ministries, gatherings, and community events can flourish.

The person in this role should demonstrate spiritual integrity and a commitment to supporting the staff, ministries, and congregation of Sunset Presbyterian Church.

POSITION SUMMARY

The Ministry & Events Host helps ensure that Sunset Presbyterian Church is ready each day to serve ministries, guests, and community groups.

This full-time morning position focuses on preparing spaces for ministry activities, assisting staff and volunteers with facility needs, and maintaining welcoming and orderly environments throughout the campus. By preparing and supporting spaces where people gather for worship, discipleship, and community, the Ministry & Events Host plays a key role in the daily ministry life of the church.

The ideal candidate enjoys helping others succeed, solving practical problems, and contributing to a hospitable and well-organized ministry environment.

SCHEDULE

This is a **30–40 hour per week position** with primarily **morning and early afternoon hours**.

Typical shift:

Tuesday–Saturday: 7:30 AM – 2:00 or 3:00 PM

Additional weekend hours may be required depending on church events or ministry needs.

PRIMARY RESPONSIBILITIES

Ministry & Event Preparation

- Review the Planning Center event schedule each day to prepare rooms and ministry spaces.
- Set up and arrange rooms according to event and ministry needs.
- Prepare tables, chairs, and room layouts for meetings, classes, and gatherings.
- Reset rooms after use to ensure they are ready for the next scheduled event.
- Assist ministry leaders and staff with facility needs throughout the day.
- Provide light technical support such as setting up televisions or portable AV systems when needed.

Ministry & Guest Support

- Welcome ministry leaders, volunteers, and guests arriving for events or meetings.
- Assist groups with room adjustments or facility needs during their gatherings.
- Help ensure ministries have the space and resources needed for successful events.
- Communicate with staff about facility needs or scheduling changes that arise during the day.

Campus Readiness & Hospitality

- Maintain lobby areas and common spaces so they remain welcoming and orderly.
- Monitor building activity and help ensure the facility remains safe and accessible.
- Spot check restrooms and restock supplies as needed (scheduled cleaning handled by cleaning service).
- Remove trash and recycling from common areas as needed.
- Ensure hallways, classrooms, and meeting spaces remain tidy and ready for use.

Facility Support

- Respond to work orders such as moving furniture, replacing light bulbs, or assisting with minor adjustments.

- Perform simple repairs or adjustments when possible (e.g., replacing batteries, tightening fixtures).
- Assist with minor facility projects such as painting touch-ups or small improvements.
- Support seasonal tasks such as applying deicer or clearing small debris from walkways when needed.

BUILDING ACCESS & SECURITY

- Unlock and prepare interior spaces for scheduled ministry activities.
- Help monitor building use throughout the shift.
- Ensure areas are secured when they are no longer in use.

WORKING CONDITIONS

- 30–40 hours per week.
- Work occurs primarily within the church building and surrounding grounds.
- Ability to lift approximately 30 lbs and assist with moving furniture when needed.
- Ability to walk, stand, and perform light physical tasks throughout the shift.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong hospitality and interpersonal skills.
- Ability to work independently and collaboratively with staff and volunteers.
- Good organizational and time-management skills.
- Ability to adapt to changing schedules and ministry needs.
- Basic familiarity with technology such as televisions, laptops, and simple AV systems.
- Familiarity with Planning Center, Word, or Excel is helpful but not required.
- Comfort using basic facility tools or equipment is beneficial.

DESIRED QUALITIES

The ideal Ministry & Events Host:

- Enjoys serving others and helping ministries succeed
- Notices details and takes initiative to improve spaces
- Is dependable and trustworthy
- Works well with a wide variety of people
- Takes pride in maintaining welcoming environments

SUPERVISION

This position does not supervise staff but works closely with ministry leaders, staff, and volunteers to support events and gatherings.

TYPICAL MORNING SHIFT ACTIVITIES

During a typical shift, a Ministry & Events Host may:

- Prepare rooms for upcoming ministry events
- Assist staff and volunteers with facility needs
- Maintain welcoming lobby and common areas
- Support ministries happening throughout the day
- Reset rooms between gatherings
- Address minor facility requests