

Coffee Team Sunday Lead

Hospitality Team

Summary:

The Coffee Team Sunday Lead is responsible for a variety of setup/cleanup and behind the scenes tasks that make Sunday Gatherings possible.

Commitment:

- Serve one Sunday/ month, approx. 6.5 hours. (7:30a- 1p).
- One year commitment (August- July). Reevaluate interest in June of each year.
- Participate in twice annual Coffee Team training meetings.

Essential Duties and Responsibilities:

- Responsible to shoulder tap others to serve on the team.
- Responsible for leading coffee team assistant to accomplish tasks.
- Pickup up donuts on Sunday mornings (7:30a @ Fred Meyer)
- Work with the Coffee Team Assistant to complete the following tasks.
 - Make coffee/ hot water for tea/ restock between gatherings.
 - Setup/ organize coffee and donut carts as appropriate.
 - Set out communion supplies, restock between gatherings.
 - Communicate any supplies needs to Coffee Team Deacon.
 - Sandwich board signs: put out at 8a, pickup at noon.
 - Clean up all coffee/ donut carts/ communion items, wash dishes, wipe counters, take out garbages, etc.
 - Help lead chair stacking, set up tables (when necessary).
 - Help with any other setup/ cleanup/ organizing that is needed in the lower building.

Experience:

- Must be a follower of Jesus and a someone who has a track record of serving and giving at Seaside.
- Must have prior coffee team experience.
- Must possess leadership qualities with an ability to manage a diverse team of volunteers with clear communication and humility.
- Must be reliable and able to commit to a consistent/regular schedule

Title of person they report to: Coffee Team Deacon