



# FRONTLINE

**Title:** Hospitality and Events Director Job Description  
**Reports To:** Blake Burrough  
**Category:** Part-time W-2  
**Updated:** February 2026

## JOB DESCRIPTION

Lead Sunday morning's hospitality team *through* current team leads by regularly communicating, scheduling Sunday teams, recruiting, and training new team members. Oversee and lead the Events Team to ensure that the culture of faithful presence extends beyond Sunday mornings.

### Hospitality Team Director

#### Teams

- Ensure Hospitality team leaders and teams are regularly communicated with throughout the week.
- Ensure team leaders have everything they need to lead their teams on Sundays. Both in supplies, personnel, and SOP for Sundays.
- Utilize the hospitality team to ensure the sanctuary space and chairs are organized, and that the kitchen, bathrooms, and resource shelf are fully stocked weekly.
- Oversee Kindred Coffee's coordinator to ensure their teams and processes are satisfactory.
- Utilize planning center online (PCO) to schedule, organize, and communicate with various teams and leaders.
- Provide and schedule hospitality teams for special events, including, but not limited to, Good Friday, Member's Meetings, funerals, etc. (team selection and assembly at the director's discretion)
- Quarterly, plan and lead meetings with team leaders to ensure they are growing as leaders, equipped to lead others, and understand the vision and culture of faithful presence at Frontline.
- Annually, plan at least two equipping events for the broader hospitality team to train, empower, and equip them to serve with faithful presence.
- Recruit new team members throughout the year and lead their follow-up and onboarding.
- Identify and develop potential future team leads.
- Regularly pray for and check in with team members via phone or in person.

#### Sundays

- Ensure that the various roles of the hospitality teams are trained, positioned, and functioning effectively on Sundays.
- Coach and encourage team leaders through an after-action check-in on Sunday afternoons.
- Provide regular feedback and suggestions to elders/deacons on the Frontline hospitality team for improvement.

### Events Director

- Oversee and lead the events team.
- Provide and schedule hospitality teams as necessary for special events, including, but not limited to, Good Friday, Baptisms, Membership classes, Members' meetings, funerals, etc. (team selection and assembly at the director's discretion)



## **TIME AND COMPENSATION**

- Part-time (15-20 hrs/week)
  - Sun-Thu work schedule. Hours are flexible and as needed.
  - Specific hours per week negotiable.
- Hourly rate: Negotiable based on experience.