

**McKernan Baptist Church**  
**Hospitality Coordinator**  
(~20 hours per month)

**2025**

**Church Mission Statement**

We exist to become a community of fully devoted and developed followers of Jesus Christ who are pursuing right relationship with God, with one another and with our neighbours.

**Your Role in the Story**

Hospitality is more than coffee and cookies — it's about creating spaces where people feel seen, valued, and at home. As our Hospitality Coordinator, you'll help make McKernan a place where warmth, welcome, and connection are felt the moment someone walks through the doors. Your leadership will help our volunteers extend Christ's love through practical acts of service, with a special focus on food and shared spaces.

**As a qualified candidate, you will have...**

- A solid commitment to Jesus Christ.
- A willingness to be an active attender/member of McKernan Baptist Church.
- You have a heart for people and love creating spaces where they feel welcome.
- A pro-active work ethic, strong interpersonal skills, excellent teamwork, self-motivated drive for efficiency and organization and friendly disposition to facilitate working with a wide range of individuals and groups.
- You're organized, dependable, and able to juggle details with a smile.
- You have experience in hospitality or kitchen services (or a willingness to learn).
- You're comfortable working with a variety of people and helping volunteers succeed.
- You hold (or are willing to obtain) a current Food Safety Alberta Certification.
- You have a flexible schedule and a servant's heart.

**What You'll Do**

Every week, ensure our kitchens and areas used for hospitality are ready for use. This includes, but is not limited to:

- Ensure our kitchens are well stocked, clean, safe, and ready to serve.
  - Maintain cleanliness and organization of the pantry, freezer(s), walk-in cooler, reach-in cooler, storage bins, shelves and cupboards and other kitchen equipment.
  - Ordering and stocking our consumable products, ie. Paper plates, cups, napkins, utensils, etc.
  - Maintain an accurate inventory of all hospitality related items, ie. Cookware, plates, cups, utensils, etc.
  - Launder the kitchen laundry using the church washer and dryer.
- Assist in the development of kitchen procedures and practices.
- Work Alongside Ministry Leaders – Partner with pastors, event leaders, and ministry teams to make the best use of our kitchen and hospitality spaces.
- Equip for Excellence – Make sure our volunteers and staff are confident, trained, and (when needed) certified to serve in safe and sanitary ways.

- Care for Weddings – Work with couples from the point of interest in using our space for their wedding through to the completion of their event.
- Care for Funerals – Assist the Congregational Life Pastors as needed. Be the liaison between McKernan and the family helping with details related to the reception and the caterer the family has chosen to use. Arrange setup and takedown of the reception following the service.

### **Reporting Relationship**

You will report to the Senior Pastor and their designated representative, the Facilities Manager. Because at McKernan, hospitality is more than a task — it's a ministry that opens the door for people to experience the love of Jesus.

### **Next Steps**

Please submit your application (resume and cover letter) to Joe Richards, Facility Manager, ([joe@mckernanbaptist.ca](mailto:joe@mckernanbaptist.ca)). Applications will be reviewed as they are received. Qualified applicants will be invited to participate in an interview. This posting will remain open until a suitable candidate is hired.