



CSC Volunteer Profile

Women's Events Hospitality Team Member

Position Summary:

Women's Events Hospitality Team member plays a vital role in creating a warm, welcoming environment at women's events. They assist with event setup, decor, coffee and tea preparation, and provide support throughout the event. Afterward, they help with cleanup, decor takedown, and resetting the space. Their service helps foster connection, comfort, and community for all who attend.

To serve the women of our church with a Christ-centered heart by creating a warm, welcoming, and peaceful environment where meaningful connection, encouragement, and spiritual growth can take place. Volunteers in this role help prepare and care for the space before, during, and after women's ministry events.

Ministry Vision:

The Women's Ministry at Centre Street Church (CSC) exists to encourage women to embrace Jesus as the way, the truth, and the life. Our vision is to equip women to live Spirit-led lives through Bible Study classes, prayer groups, and uplifting events.

Duties & Responsibilities:

- Arrive early to assist with event setup, including arranging tables, chairs, decorations, and hospitality stations, signages, etc.
- Help prepare and maintain coffee, tea, and refreshment areas to help foster a welcoming atmosphere
- Ensure the event space remains clean, organized and inviting throughout the gathering
- Serve with a joyful, gracious spirit, and servant-hearted attitude greeting attendees and offering practical help as needed
- Assist with teardown and cleanup following the event including putting away decor, clearing tables, and resetting the space
- Be available to step in and assist wherever needed to support the flow of the event
- Work collaboratively with other volunteers and staff as part of a unified team serving the body of Christ

Time Commitment:

- Varies by event (typically 2–4 hours before and/or after the event)
- Occasional team meetings or briefings prior to special events

Qualifications & Requirements:

- A warm, friendly, and welcoming demeanor that reflects Christ's love
- A heart for serving and building/ growing community among women
- Faithful, dependable and willing to follow through on commitments
- Comfortable working behind the scenes and as part of a team
- Able to lift light to moderate items and be on your feet for portions of time

Getting Involved From, Ministry Partner Agreement

Volunteer Benefits:

- Spiritual Growth – Serve with purpose and grow deeper in your walk with Christ
- Meaningful Friendships – Connect with a supportive team of women
- Personal Fulfillment – Experience the joy of creating a warm, welcoming space
- Encouragement & Prayer – Be part of a team that prays for and supports one another

Gifts:

Craftmanship, Helps, Hospitality, Shepherd