STAFF

WEEKNIGHT BUILDING HOST

REPORTS TO: EXECUTIVE PASTOR

RHYTHM:

Monday–Friday, variable evenings, 4:30–9:30 p.m

COMPENSATION:

Starting at $17/hr with potential increase after 120 days

PRIMARY WIN FOR MY ROLE

Guests Feel Seen & Welcome
Guests are warmly welcomed, personally acknowledged, and given clear direction so their experience at Rise starts well. They know where to go and whom to ask for help.

A Secure & Accessible Building
The building is safe and secure while remaining accessible to those who need it. Consistent attention to entrances, building activity, and opening and closing procedures helps people gather with confidence.

Supported & Focused Ministry Leaders
Group and ministry leaders can focus on people and ministry because building needs and security are handled with care. Leaders feel supported through responsive practical assistance and tech help as needed.

Proactive Safety & Ownership
The building and the people in it are cared for by someone who takes ownership of the evening. Safety concerns are noticed early, addressed promptly, and communicated clearly, with dependable follow-through so nothing is left unattended.

GENERAL DESCRIPTION OF MY ROLE

The Weeknight Building Host creates a welcoming, safe, and well-prepared environment for evening ministries, groups, and guests at Rise City Church. This person opens and prepares the building, welcomes and directs guests, supports ministry leaders with practical and technology needs, and maintains building safety throughout the evening. They ensure the facility is properly closed, secured, and ready for the next workday.

PRIORITY TASKS & RESPONSIBILITIES

Building Opening & Preparation

1. Arrive on time, ready for the shift, with appropriate attire and necessary supplies.
2. Check in with Kristen Friend or the designated team lead to confirm evening activities and specific needs.
3. Retrieve assigned keys, unlock designated entrances, and prepare gathering spaces for scheduled activities.
4. Inspect doors, ensuring access points are secured as appropriate.

Guest Welcome & Ministry Support

1. Warmly welcome guests and congregants, answer questions, and provide directions.
2. Serve as an accessible point of contact for group and ministry leaders throughout the evening.
3. Assist with basic audio, video, presentation equipment, and other technology issues, referring unresolved needs to the appropriate staff member.
4. Help address practical building needs so groups and ministries can carry out their activities smoothly.

Building Safety & Security

1. Monitor building access and maintain awareness of activity throughout the facility.
2. Conduct building sweeps every 30 minutes once groups or events have begun, paying particular attention to secluded or less-visible areas.
3. Ensure entry doors are secured during sweeps according to established access procedures.
4. Respond promptly to safety concerns, suspicious activity, and incidents according to church protocols; call 911 in an emergency.
5. Document relevant information and report incidents or concerns to Kristen Friend or the designated point of contact through established communication channels.
6. Maintain confidentiality of building access codes and safeguard assigned keys and security equipment.

Closing & Next-Day Readiness

1. Communicate closing time clearly and courteously, helping remaining guests gather belongings and exit.
2. Complete a final walkthrough of all rooms, restrooms, common areas, and children's classrooms to confirm everyone has left.
3. Shut down technology and return equipment and supplies to designated locations.
4. Reset spaces and prepare needed items for the next workday.
5. Turn off designated interior lights, leaving lamps on according to closing procedures.
6. Confirm all exterior entrances are securely locked.
7. Return keys and safety equipment and secure valuables or sensitive documents in designated storage areas.
8. Communicate maintenance needs, technology issues, incidents, and other follow-up items to the appropriate staff member.