



**Rocky Mountain Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

The Rocky Mountain Synod is one of 65 synods in the Evangelical Lutheran Church in America (ELCA). It is the largest synod, geographically, in the lower 48. Divided into ten conferences, the 163 congregations in the Rocky Mountain Synod territory are found in communities from Wyoming to the north, Utah to the west, Colorado to the east, and New Mexico to the south, with the unique addition of El Paso, Texas, along the southern border.

The work of the synod includes supporting congregations in their work to claim their gifts as Christ's church; connect in ministry and witness; equip leaders; and accompany one another into God's future. As a synod, we believe that we are Christ's Church: **Better Together**.

Work in the Rocky Mountain Synod is led by The Rev. James Gonias, who serves as Bishop, and guided by our mission: **Together we proclaim and embody God's unconditional love for the sake of the world.**

## **Hospitality Volunteer**

The Hospitality Volunteer will greet, welcome, and direct visitors appropriately; notify staff of visitor arrival; assist staff with projects as needed; maintain basic database information; and assist with other administrative tasks as needed.

### **Job description:**

- Answers the phone and greets visitors
- Assists with mailings
- Updates staff congregational visit schedule
- Maintains database information
- Performs other administrative tasks as needed

### **Core Competencies required:**

- Knowledge of the ELCA and Rocky Mountain Synod (RMS)
- Professional manner
- Outstanding people skills
- Strong communication skills: verbal and written
- Ability to multi-task
- Respect for and adherence to the privacy and confidentiality policies of the RMS
- Basic proficiency in Microsoft Word and Excel

**Reports to: Finance Administrator**