

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Building Hosting	CSM		

Purposes

Church-Service Missionaries (CSMs), serving in the Public Affairs Department: foster an atmosphere of friendliness, helpfulness and courtesy to all visitors on the Church campus, and are gracious friendship ambassadors for the Church and the state. We hope to give visitors an accurate picture of who we are, while enjoying a positive encounter with our hosts and hostesses. Hosting missionaries (CSMs) give tours and answer questions about our city and state, the Church and the buildings here on the Church campus.

Responsibilities

CSMs will serve a minimum of eight (8) hours per week for a period of 36 months.

Strive to build bridges of friendship for the Church and state.

Be alert and attentive to all guests that enter the building.

Report any potential problems to a supervisor or security.

Conduct tours of the buildings to which the CSM is assigned, giving accurate information.

Serve at various locations as assigned, i.e. The Church Office Building, Joseph Smith Memorial Building, The Relief Society Building and The Conference Center.

CSMs are expected to meet at least 80% of their assignments.

Provide "extraordinary" hospitality by graciously greeting visitors, hosting them, being a source of information, treating everyone with respect and dignity and helping each guest have a positive experience.

Qualifications

Testimony of Jesus Christ and His gospel.

Exemplify happiness and joy as a Church member.

All CSMs must be temple worthy (not necessarily endowed).

Health: requires walking, occasional use of stairs, some standing, good hearing, speaking, seeing, reading and remembering facts.

Positive communications skills: hosting CSMs should be able to express themselves well, answer simple gospel questions and reflect the image of the Church in word and attitude.

Appropriate dress: "Sunday best" is required, including nylons for women and coat and tie for men. Extreme styles should be avoided.