**Workforce Role Description**

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
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<tbody>
<tr>
<td>Building Hosting</td>
<td>10590</td>
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<td>05-09-2011</td>
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**General Workforce Requirements**

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*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.*

**Purposes**

Briefly describe why this job exists, who the customers are, and what the customers expect.

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**

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

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**

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

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.