

DIRECTOR OF NEWCOMER MINISTRIES

Job Description

Winter 2023

Job Title: Director of Newcomer Ministries

Department: Program

Reports to: Chief of Staff - The Rev. Chad McCall

Direct Reports: N/A

POSITION'S PURPOSE

Supports St. David's mission and vision by welcoming and educating newcomers to St David's. Includes recruiting and training greeters and other volunteers who help identify, welcome, and guide newcomers and also leads Newcomer breakfasts and other events. This position will also help to integrate newcomers into the life of the parish through newcomer classes, confirmation classes, and introduction to ministry leaders for volunteer and community engagement activities.

DUTIES

- Develop, implement, and oversee a system for welcoming visitors and guests to the church
 - Includes: being a welcoming presence on Sunday mornings and working with others to do the same; following up with visitors and guests after their initial visit; connecting visitors and guests to ministries they are interested in; hosting regular Newcomer Breakfasts and Classes; overseeing the Greeter Ministry)
- Develop, implement, and oversee a system for incorporating newcomers into the life of the parish (this includes inviting them to get involved in a class or other program; introducing them to staff members and existing parishioners; meeting with them to help them discern where they want to plug in; coordinating the Newcomer Welcome section of the e-news twice a year)
- Oversee the Confirmation Preparation Process (twice a year)
- Maintain a thorough working knowledge of the wide variety of ministries and leadership at St. David's
- Work with Executive Assistant to the Rector to manage letters of transfer into the parish
- Expected work: approximately 10-15 hours a week, Sunday morning presence/work is expected to welcome newcomers and organize volunteers, etc., staff meetings are typically on Tuesdays
- Work with other staff on special events and projects to help ensure that newcomers are appropriately welcomed, included, and invited

ESSENTIAL JOB REQUIREMENTS:

EDUCATION – College Degree Preferred

EXPERIENCE:

- Experience working with people on a personal level
- Experience in hospitality, customer service/relations, or related fields

SKILL and ABILITIES:

- Ability to lead staff and volunteers on a variety of projects, tasks, etc.
- Ability to identify problems quickly and accurately and implement workable solutions
- High level organizational and planning skills
- Strong knowledge of Episcopal theology and spirituality
- Outgoing and engaging personality and the ability to interact with a wide range of people and personality types

LANGUAGE SKILLS – Proficient reading and writing in English

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to communicate verbally both in person and by phone. Position may require sitting for long periods of time while working at a computer or talking on the phone. Specific vision abilities required by this job include close and color vision. Ability to stand or walk for prolonged periods of time. Ability to stoop, kneel, bend, reach overhead, climb stairs, and lift up to 50 lbs.

Background Check

Any offer for employment for this position is contingent upon the successful completion of a criminal background check and credit history check. Completion of additional training in Safeguarding God's People and other Diocesan-mandated training is also required for continued employment.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis

Employee's Name (print)

Employee's Signature

Chief of Staff's Signature

Date

Rector's Approval

Date