

**Palm Coast United Methodist Church
STAFF JOB DESCRIPTION
2018**

Title: Director of Welcoming Ministry

Responsible to: Senior Pastor

Status: Part-Time, Salaried

Welcoming Ministry:

The Welcoming Ministry is all about connecting people to each other in Christ. The incumbent of this position will coordinate and carry out the ministry of hospitality in the life of the church. The Director of Welcoming shall possess strong relational skills and work as a team member of the staff of Palm Coast United Methodist Church. The Welcoming Director works in conjunction with Greeters, Acolytes and Ushers for all regularly scheduled and special event services to ensure Palm Coast United Methodist Church creates a welcoming all environment for each guest on campus.

Qualifications:

Must be spiritually mature in one's faith. Ability to communicate and work well with others: encouraging, discerning other's gifts for ministry: leading to the ability to recruit Sunday School teachers, small group leaders and Bible study facilitators. Proficient in computer technology and utilization of social media. Good communication skills, organization skills and people skills. Experience in discipleship, program coordination, volunteer recruitment and training. United Methodist background preferred. Expected to understand and support the United Methodist Church's doctrine in all areas of faith and practice.

Duties/Responsibilities:

Welcoming Ministry:

1. Recruit volunteers for Sunday morning, welcoming new members and other roles as necessary.
2. Provide all needed training for volunteers. (i.e. monthly, quarterly)
3. Data Entry to include: Keep volunteer calendar updated.
4. Recruit a committee to help with decisions, feedback, suggestions, etc. regarding the Welcome Center and new members, including ways to invite others in our community to visit PCUMC; meet with the committee monthly, or as needed.
5. Keep the Welcome Center stocked with necessary handouts and materials, and prepare Welcome packets and Gift Bags.
6. Keep the Welcome Packets printed, stuffed and updated as changes occur.
7. Keep a record of visitors and either follow up with phone calls Sunday afternoon, or have volunteers make calls no later than Wednesday evening; send letters from Pastor to visitors on Monday and inform the Director of Youth and Adult Ministries (as appropriate) of those visitors with children/youth.
8. Coordinate and assist Pastor with new member orientation or orientation of PCUMC for all prospective new members.
9. Prepare Membership Certificates and Gift Packages for all new members.
10. Gather data on new members; attend workshops when possible to glean new ideas and keep current on products available and outreach opportunities for this ministry.
11. Prepare and maintain an annual budget.
12. Enter all data for weddings, baptisms, funerals and new members.
13. Coordinating giving envelopes as well as keeping record of envelope list for counters.
14. Data Entry to include: managing ACS by keeping correct contact information for members and visitors, and other data entry needs as assigned.
15. Help coordinate fellowship with other ministries after services.

Additional Responsibilities:

1. Will be expected to back-up Director of Youth and Adult Ministries as needed.
2. Other duties as needed.

Continuous Improvement

In cooperation with the Senior Pastor and the Staff Parish Relations Committee, to provide an ongoing strategy for continuous improvement and to participate in continuing education experiences designed to address identified areas of growth in order to improve, enhance and develop gifts and skills in ministry.

Employee Signature

Date

Supervisor Signature

Date