



Coordinator of Welcoming Ministries

Reports to: Congregational Care Administrator
Status: Part Time
FLSA: Non-Exempt

Job Summary

The Coordinator of Welcoming Ministries is responsible for overseeing all aspects of welcoming members and visitors to Christ United Methodist Church and providing hospitality to all who come through the church doors.

Essential Functions:

- Oversees welcoming ministries and is the contact and support person for the coordinator of mugging, the Information Center guides, and coordinators of ushers and greeters for each service.
- Coordinates coffee hour at Alpine Center, including finding servers and ordering supplies.
- Recruits and schedules special needs assistants to help those in wheelchairs or walkers or otherwise require special help in attending services or events at Christ UMC.
- Recruits communion servers for the 8:00 and 11:00 Sunday services at Alpine Center as well as for special services. Supervises coordinator for 9:30 Alpine communion. Provides guidelines and expectations to those volunteers.
- Recruits hosts, ushers and parking lot attendants for special services such as large funerals, Holy Week services, Advent and Christmas Eve services and other services as needed.
- Coordinates Connection Centers. Following policies already in place, determines what items will be used on the Connection Centers and keeps supplies replenished and neatly organized.
- Coordinates the ministries to visitors and new members including following up with visitors, coordinating with pastors about potential new members, and collating needed information to introduce new members to the congregation. Oversees the volunteers who assist with these ministries.
- Serves as staff liaison to the Funeral Guild, including securing hosts and ushers to serve at Funerals/Memorial services and serving as support person to Funeral Guild members and family of deceased (when needed).

Other Responsibilities:

- Present on Sunday mornings to provide administrative or welcoming duties as required.
- Present Tuesdays for staff meetings
- Other duties as assigned.

Minimum Qualifications:

- High School Diploma (or equivalent).
- Pass background check.
- Effective oral and written communication skills and organizational skills.

Physical Requirements:

- Able to go up and down staircases to access the entire building.
- Sufficient sight and hearing to manage face to face communication on the job.

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of mission, vision, values, and beliefs of Christ United Methodist Church. (Mission Statement, Vision, and Core Values provided on the church website.)
- **Teamwork:** Fosters a climate of “one body” with all church staff, recognizing the diversity of responsibilities with all staff persons working hard toward a common goal. Is reliable and able to maintain confidentiality. Demonstrates the skills of active listening and openly accepts criticism. Holds others accountable in a spirit of love. Engages people positively, with optimism and grace.
- **Conflict Management:** Responds openly to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can settle disputes equitably; can find common ground and get cooperation with minimal disruption.