

Director of Welcoming & Serving

Summary

The Director of Welcoming and Serving identifies and invites people into the community of Bethlehem Lutheran Church. This leader will creatively work on ways to engage both those new to faith as well as those who have a long-standing relationship within the church, including volunteers. This position will recognize the importance of Meal Ministries in not only feeding the bodies of people but their hearts and spirits as well. This leader exhibits vision for service ministries within and outside the walls of the church and within the world.

Essential Functions

- Provides hospitality surrounding Sunday and Wednesday worship services and special events as needed
- Leads Newcomer initial process and ongoing engagement, including facilitating connections between newcomers and staff for ministry
- Plays a leadership role, in collaboration with point pastor, to facilitate the work of the Welcome and Serving Ministry Teams
- Acts as primary contact for all Meal Ministries (including but not limited to: Wednesday night suppers, Midwest Street Medicine meals, funerals, congregational gatherings, receptions for guests, community gatherings)
- Organizes and oversees community Thanksgiving Dinner
- Manages recruitment/scheduling of people (volunteers) within Welcoming & Serving ministries
- Organizes community serving opportunities
- Oversees the Good Samaritan Fund (assistance requests)

Core Competencies

- Supports, and is rooted in, the mission, vision, and values of Bethlehem Lutheran Church
- Ability to effectively lead, supervise, and develop staff and volunteers
- Effectively secures and manages resources, develops practical plans
- Possesses strong interpersonal skills that include a positive, kind, and welcoming presence
- Communicates effectively, keeping others informed in a direct, timely, and transparent manner
- Demonstrates a heart and passion for helping people
- Is detail oriented and organized
- Is able to stay calm under pressure
- Is flexible and can deal with change and uncertainty

Supervises

- Kitchen Manager
- Kitchen Assistant
- Meal Ministries Assistant

Reports to: Pr. Matt Spoden

Status: Full time with benefits

FLSA: Exempt

03/17/2026 JMH