



Director of Congregational Connections

Purpose Statement

The purpose of the United Methodist Church of Whitefish Bay is to grow persons as deeply committed followers of Jesus Christ who Love God, Care for each other and Serve in the world.

Hours of Work: 10 hours

FLSA Status: Non-exempt

Team Leader: Lead Pastor

Supervisory Responsibilities: Volunteers

Position Summary

To promote an inviting, friendly, and loving environment for Christian nurturing to visitors and future members of our congregation. Serve as a guide that will lead to membership and facilitate the discipleship and leadership of new and existing members into the mission and ministry of the church.

Skills

We are looking for a passionate individual who can foster unity and 'connectedness' in the body of Christ, while effectively envisioning, developing and implementing strategies, programs and small groups that encourage and facilitate relationships within the church body that promote self-empowerment, spiritual growth, and leadership. Strong leadership and teaching abilities are needed to competently disciple, develop, shepherd and lead adults and volunteers. We need an excellent communicator in one-on-one, small and large group settings. This individual must be able to effectively interact as a team player with every ministry area of our church and to participate capably as an active member of the staff in serving our church body.

The Director of Congregational Connections shall have a warm and inclusive Christian spirit, capable of accepting and evaluating the needs and abilities of participants (visitors, regular attendees and new members) with the overall needs of the programs and ministries of the church for the betterment and fulfillment of both. Good organizational skills and the ability to work both as a part of a team and individually are important to the position. A creative, energetic person, able to maintain an honest, confidential position with others is a prerequisite.

List of duties, tasks, and responsibilities include, but not limited to:

- 1. Greet and be alert to visitors on Sunday mornings.**
 - Work with the Hospitality Team
 - Schedule Greeters and Ushers
 - Provide materials such as brochures, handouts, flyers, attendance pads
 - Provide first time visitors with gifts
 - Assist others as needed with these responsibilities
- 2. Follow up on visitor ministry.**
 - Check attendance pads for items needing attention
 - Send out first time visitor feedback letters
 - Add regular visitors to mailing list
 - Guide and invite non-members to membership classes

- 3. Prepare for/co-facilitate membership exploration and enter information into database.**
 - Set dates, advertise, prepare materials, arrange meal, and assist pastor with presentation.
 - Gather family information
- 4. Manage membership information.**
 - Maintain and improve information database relating to individual members
 - Prepare and distribute annual membership audit report
 - Keep up to date membership directory and related church records
- 5. Collaborate and interact fully with other members of ministry staff.**
 - Participate in all-staff meetings and retreats as scheduled and/or needed
 - Perform other assimilation functions as requested and/or approved by SPRT and Pastor
 - Develop a Hospitality Membership Team with the Volunteer Coordinator
- 6. Continue education, training and learning.**
 - Participate in any classes, conferences, retreats and certifications deemed important or essential by SPRC, Pastor and employee for self-growth and job requirements

Qualifications: To perform this job successfully, an individual must be able to perform each duty satisfactorily.