

Carlisle United Methodist Church Coordinator of Welcoming Ministries

The vision of Carlisle UM Church is to invite all to Live Like Jesus. The job of the Coordinator of Welcoming Ministries is vital to this mission. The position is key to connect those who may be searching for a church home, guests and new members of Carlisle UM Church. The first five minutes in a church are critical in a visitor's assessment as to whether or not they are welcome. Scripture exhorts us to welcome the stranger in our midst. The Coordinator seeks to help those who are visiting our facilities/congregation to feel welcomed and at home.

The primary role of the Coordinator of Welcoming Ministries is to design, implement and maintain the welcoming activities of Carlisle UM Church. The Coordinator's responsibilities include greeting guests, helping assimilate newcomers, and letting guests know their presence is important to us. Through the work of the Coordinator of Welcoming Ministries, Carlisle UM Church will be able to extend the span of care, discipleship, evangelism and mission of the church. It is a defining part of Carlisle UM Church life.

Qualifications:

The Coordinator of Welcoming Ministries must have an obvious love of Jesus and the church, and the passion for sharing that love with others. The Coordinator needs to possess good communication and interpersonal skills, and be gifted with very good administrative and organizational skills. They must have the ability to encourage, empower and energize lay people. The Coordinator must be able to work under the direction of the Lead Pastor and in concert with other church staff and volunteers. They must maintain a high regard for the church as God's instrument in the world and display appropriate Christian discipleship. They must become a member of Carlisle UM Church.

Duties and Responsibilities:

- ◆ Design, implement and maintain the welcoming activities of Carlisle UM Church.
- ◆ Create a culture of welcome at CUMC so every church member is part of the welcoming ministries for guests and friends that visit CUMC.
- ◆ Ensure that Carlisle UM Church has Welcoming Greeters that are trained and equipped at all church entrances at least 30 minutes before each Sunday and Special worship services begin.
- ◆ Ensure Info Central in the Gathering area is staffed before and after all morning worship services.
- ◆ Maintain and review content of welcome packets, pew racks, brochures, gifts and other guest information at each entrance and Info Centrals. Make sure all racks are neat and up to date.

- ◆ Host Pizza with the Pastors, or a similar event, that introduces regular guests to the pastors and history of CUMC at least twice a year.
- ◆ Coordinate a “Welcome to CUMC” orientation classes for guests that shares the basic history of CUMC, who we are, and how to get involved at least quarterly.
- ◆ Post flyers around the building about upcoming events and opportunities for members and guests to become involved in CUMC.
- ◆ Plan, implement and maintain the church’s follow up program. This includes for guests and all church members or friends not in worship regularly.
- ◆ Submit recommendations to the Lead Pastor on needed building and furnishing improvements to make the church facility more attractive and welcoming.
- ◆ Participate in core and full staff meetings.
- ◆ Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The previous list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Lead Pastor and the Leadership Council.

Working Relationships:

The Coordinator of Welcoming Ministries shall perform the above responsibilities under the direction and supervision of the Lead Pastor of Carlisle UM Church. Questions or problems related to the job should first be discussed with the Lead Pastor.

The Coordinator of Welcoming Ministries shall work in cooperation with all pastor(s), staff, Leadership Council, church members and volunteers.

The Coordinator of Welcoming Ministries shall be evaluated annually by the Lead Pastor with review by a representative of the Leadership Council.

The Coordinator of Welcoming Ministries is a part-time position (15-18 hours/week).

Salary/Rate shall be _____ for the year of _____, beginning _____
and ending _____.

Signed by Employee: _____ Date _____

Signed by Lead Pastor: _____ Date _____

Signed by Personnel Liaison
Leadership Council _____ Date _____

**It is important that all matters of church and pastoral concerns be kept in the strictest of co
confidence. Any breach of confidentiality will be considered cause for immediate termination.*

4/2020