

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 primary role of the Coordinator of Welcoming Ministries is to design, implement and maintain the welcoming and follow up activities of Carlisle UMC. The Coordinator's responsibilities include greeting guests, helping assimilate newcomers, training greeting team, and follow up care of guests and members. Through the work of the Coordinator of Welcoming Ministries, Carlisle UMC will be able to extend the span of care, discipleship, evangelism and mission of the church. It is a defining part of Carlisle UMC 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, the gift of hospitality, 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 Pastors 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 be/become a member of Carlisle UMC.

Duties and Responsibilities:

- ◆ Design, implement and maintain the welcoming activities of Carlisle UMC.
- ◆ 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 UMC has Welcoming Greeters that are trained and equipped at all church entrance at least 30 minutes before each Sunday and Special worship services begin so that everyone has multiple relational touches before they sit down in worship. Regularly evaluate the need for new or different positions to create an extravagant welcoming experience.
- ◆ Ensure Info Central is staffed before and after all morning worship services.
- ◆ Lead by example by being a welcoming presence and focusing on connecting new people on Sunday mornings and other special events. This includes being present at least two Sundays a month around worship services to recruit volunteers, meet guests, and encourage current volunteers. For the other Sundays, recruit dedicated lead

Welcoming Team members to be focused on intentionally greeting and following up with guests.

- ◆ Maintain and review content of welcome packets, pew racks, brochures, gifts and other guest information available at Info Central and Worship Center.
- ◆ Oversee the design and implementation of a process that helps guests become regular attenders, take next steps beyond worship, and become fully engaged members at CUMC. This may include a “Welcome to CUMC” class, invitations to be involved in classes and service opportunities, and regular communication with guests coming to CUMC. This requires the ability to learn the church database, and to create connection through phone calls and written communication.
- ◆ Plan, implement and maintain the church’s follow up program for church members or friends who begin to become disconnected from the church.
- ◆ Submit recommendations to the Pastors on how 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 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 confidence. Any breach of confidentiality will be considered cause for immediate termination.*

06/2021