

# Waynesville United Methodist Church

## Job Description

Revised 04-12-21

**Our Mission:** To make disciples of Jesus Christ for the transformation of the world and our community.

**Method:** Proclaim the good news of God's grace and exemplify Jesus' command to love God and neighbor.

**Our Vision:** To be a center of spiritual transformation that invites, connects, grows, and sends persons into the world to fulfill God's mission.

**TITLE:** **Director of Ministry Connections**

**SUPERVISOR:** Director of Operations

**STATUS:** Hourly, part-time, paid position. Up to 20 hours per week, **of which 3 or more hours will be required on Sunday.** Flexible scheduling.

**RATE OF PAY:** \$11.00 per hour

**PURPOSE:** To support the mission and vision of the Waynesville United Methodist Church by ensuring all who enter the W.U.M.C. campus experience a spirit of Jesus that welcomes, provides warmth, acceptance, hospitality, and inclusiveness; connect new people and the current congregational body to the life of the church and ministry areas for the fulfillment of our mission and vision; ensure the nurturing needs of the congregation are met.

**JOB DESCRIPTION:** Under the direction of the Director of Operations, the Director of Ministry Connections is responsible for facilitating the Sunday morning experience through coordinating volunteers, hospitality, connections and congregational care functions; and building, equipping and maintaining effective ministry teams. Duties include, but are not limited to, the following:

### **Sunday Morning Experience**

- Recruit and schedule ushers, greeters, liturgists, acolytes, communion servers, AV personnel and welcome desk attendees to serve during Sunday worship, and for other events as needed.
- Light candles
- Take and report attendance during worship.
- Ensure offering and attendance slips are taken to the office after worship.
- Order and maintain all supplies needed for hospitality
- Extinguish candles and secure the building following worship.

## Connections

- Recruit, train, and work with volunteers to establish ministry teams.
- Manage and connect newcomers and the current congregational body to small groups and first-time serving opportunities.
- Assist Ministry Team leaders with connecting people to their ministries.
- Connect with and follow up with first time visitors by phone or email
- Ensure prayer requests are forwarded to the pastor and the prayer team
- Establish relationships with community organizations
- Stay up-to-date with community events and seek opportunities to engage the community through participation in community functions and events.

**EDUCATION:** Some college preferred.

**EXPERIENCE:** Excellent verbal and written communication skills. Ability and willingness to foster and nurture relationships within the congregation and the community. Proven ability to manage multiple tasks and projects.

## OTHER REQUIREMENTS:

1. Must be 21-years-old or older
2. Must complete Safe Gatherings training and pass a background check prior to starting employment.
- 3. Must be able to work on Sunday**
4. Must have ability to work independently and follow a weekly schedule.
5. Must be willing to undergo training.
6. Send weekly status reports to the Senior Pastor as agreed upon.
7. Attend weekly office staff meetings and general staff meetings as required.
8. Ability to maintain confidentiality.
8. Detail oriented and self-motivated.
9. Personable and helpful attitude.
10. Meet with the Senior Pastor and the Director of Operations for staff evaluation as follows: First 30 days, 90 days, 6 months and yearly thereafter.

I have read and understand the requirements for this position and I can perform the essential responsibilities for this position.

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Employee Signature

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Date