

Job Description
Director of Welcome, Community Relations, and Outreach
Lakeside United Methodist Church
Lake Worth, Florida

Created May 2017
Salaried/40 hrs. per weekly pay period

Occupational Summary:

The mission of Lakeside United Methodist Church is sharing the grace of God through: Worship, Sacraments, Fellowship, Prayer, Study, Service, Witness, and Love.

The Director of Welcome, Community Relations, and Outreach is a newly created position. The director will be a part of the leadership of the church.

The applicant should have a desire to show God's love to our community through Lakeside UMC. This position includes some visitation, creating a welcoming environment with our members and visitors, and working in our community to make our church known. The applicant doesn't require ordination, but must have a passion for welcoming and building church community. He/She should have a personal relationship with Jesus and a desire for salty service. He/She should have good time management and computer skills, be self-motivated, and be willing to work with the pastor and leadership council.

General Responsibilities, including, but not limited to:

Face to face interaction to establish relationships with guests on Sundays and at other church activities.

Contact visitors during the week.

Have new member classes and set up mentors with church members.

Contact or visit regular attendees when absent.

Visit our elderly members who are in nursing homes, hospitals, and rehabilitation centers.

Involve church in city activities such as citywide Thanksgiving service or Day of Prayer

Publicize activities of the church to the community, such as posting flyers on bulletin boards at condos nearby and creating advertisements for local neighborhoods.

Leading, recruiting and coordinating volunteers for service.

Attend Sunday Service and coffee hour to mingle with visitors.

Have a passion to share the message of LUMC.

Able to lead and motivate volunteers.

Ideas for Outreach, including, but not limited to:

Be involved with CROS Ministries, educating others and finding volunteers.

Create a welcome packet for visitors.

Setting up classes (i.e. managing finances, parenting, dealing with divorce or death, exercise, etc.) that the church, young families or community have need of.

Explore offering MOPS (Mothers of Preschoolers), Mother's Day Out Groups, tutoring, etc. Reach out to area colleges to bring in students and groups who may be looking for a faith community to join.

General Qualifications:

The Director of Welcome, Community Relations, and Outreach shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. He/She shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He/She shall be familiar and in consonance with Wesleyan theology, United Methodist Polity and practice. He/She must have a thorough understanding of the ministry and shall demonstrate managerial skills necessary to oversee the community relations, outreach and welcome needs of the church and is committed to and seeking opportunities for personal and professional growth, willing and able to work with other staff/areas of the ministry of this church in the appropriate manner. He/She will be asked to have a background check. He/She will need to attend and follow Child/Youth Protection Policy and Safe Church Policy.

Qualifications:

- Must have strong organizational and time management skills.
- Have excellent oral and written communication skills.
- Work well with the pastor and leadership council.
- Dress professionally.
- Must have own transportation.
- Have marketing and computer skills (Microsoft Office).
- Be comfortable using social media as a communication and outreach tool.
- Have a familiarity with copiers, phones, projectors, DVD/CD players.

Reports to: Senior Pastor and Staff Parish.

Contact:

Carolyn Ludwig, Administrative Assistant

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Lake Worth, FL 33461
561-585-7519

Send resume to address above or forward resume to lumc_lw@bellsouth.net.