HYDE PARK COMMUNITY UNITED METHODIST CHURCH

Job Description

The mission of Hyde Park Community United Methodist Church is to

share the love of Jesus to transform lives, Cincinnati and the world.

**Position:** Coordinator of Hospitality and Connecting Ministries

(12 hours per week , Part- Time)

**1. General Description**

The Coordinator of Hospitality and Connecting Ministries will have oversight of the hospitality ministry, new membership process, connecting members and friends in ministry and assimilation. The Coordinator will create, and lead a ministry to help facilitate guest and member involvement in the life of the church, implementing a process for welcoming all persons into our faith community, from the first visit to active membership. The Coordinator of Hospitality and Connecting Ministries will report to the Senior Pastor.

**2. Staff Commitments**

Commitment to Jesus Christ, serving on a team committed to excellence, and dedication to the mission of Hyde Park Community United Methodist Church: sharing the love of Jesus to transform lives, Cincinnati and the world.

**3. Responsibilities**

**Hospitality:**

* Build new teams who personally welcome, deliver and/or provide gifts to first-time guests.
* Recruit new members to the hospitality team and serve as staff liaison to the hospitality team, resourcing and attending hospitality team meetings.
* Create, and implement quarterly “visitor” welcome luncheons.
* Recruit and Develop Teams to serve during Sunday morning coffee hour.
* Recruit and Train Greeters and Welcome Desk hosts for Sunday morning, and special events.
* Organize appreciation for servant volunteers, including luncheon/training
* Other Duties as assigned.

**Connection and Assimilation:**

* Maintain and develop pathways, both for guests and new members, using Realm, our church management system
* Closely monitor the progress of individuals on the pathways
* Invite persons to hospitality events as identified through the pathways
* Facilitate the new member process
* Coordinate a proactive system of connecting members, new members, and visitors into the community life of the church, and ministry opportunities at Hyde Park Community United Methodist Church
* Weekly update the guest and member pathway so that current records of involvement of each person are up-to-date
* Bringing leadership to efforts to coordinate opportunities for members, regular attendees, and frequent visitors to participate in the identification of their Spiritual Gifts, so that participants can be plugged in to the ministries of Hyde Park Community UMC according to their giftedness. This includes bringing leadership to the annual Ministry Fair and soliciting one-and-done ministries from the church staff and leaders and publicizing them.
* Create and maintain resources of upcoming and ongoing opportunities for connecting at Hyde Park Community United Methodist.
* Utilize Realm (church management software) in the connecting, and tracking, of church members, regular attendees, and frequent visitors, in mission and ministry.
* Other duties as assigned.

**4. Qualifications and Skills:**

* Gifts of hospitality and Administration
* Relational, warm and welcoming personality
* Strategic thinker
* Ability to create and implement programs and processes
* Organizational and leadership skills, which are apparent and consistent.
* Experience with ACS church management software a plus.
* Experience with Microsoft products, including but not limited to: Word and Excel.
* Demonstrate good writing skills.

**Accountability**

The Coordinator of Hospitality and Connecting Ministries will report to the Senior Pastor, and be held accountable for the following staff commitments:

1. **Commitment to Jesus Christ.** The expectation is that we will live and respond as Christians because Jesus Christ is the authority of our lives.
2. **Commitment to mission of Hyde Park Community United Methodist Church.** All work should align with the mission of Hyde Park Community UMC, as the congregation works to implement strategic objectives and goals. There is also the expectation of aligning all work with the areas of focus of the United Methodist Church:
   1. Leader Development,
   2. New places for new people
   3. Engage in ministry with people of poverty
   4. Address the needs of Global Health
3. **Commitment to team ministry**
   1. There is trust of other team members
   2. Engagement in unfiltered conflict around ideas
   3. Commitment to decisions and plans of action
   4. Hold one another accountable for delivering plans of action
   5. Focus upon the achievement of collective goals/results
4. **Commitment to excellence in all areas of responsibility**

All that we do in regard to work and relationships reflects Christ.