

FIRST UNITED METHODIST CHURCH OF SALEM

Director of Congregational Life

Position: Director of Congregational Life

Hours: 15-20 Hours Per Week

Job Summary:

The overall goal is to develop a system to welcome and guide new or existing people into meaningful volunteer opportunities that enhance their faith development and establish relationships within the congregation.

Work under the direct supervision and direction of the Pastor.

On duty Sunday morning for both services to greet and connect with visitors and return visitors.

The welcome process will include:

- Attending Sunday services and greeting newcomers.
- Find and maintain records of visitor's contact information.
- Send personal welcome card to newcomers the day after first attendance.
- Maintain contact with newcomers and assist in church involvement through group gatherings or classes.
- Host monthly Get Acquainted Coffee attended by Director, members and newcomers.
- Quarterly New Member Classes, which may be a lunch or classroom meeting.

Administrative Responsibilities:

1. Meet weekly with Pastor for supervision, planning and goal setting.
2. Attend weekly Tuesday morning staff meeting and work collaboratively with all staff members.
3. Schedule and calendar activities, events and meetings as appropriate with the Facilities Manager.
4. Maintain close contact with church staff and volunteers to insure the inclusion of new people.
5. Attend occasional Administrative Council or other committee meetings as requested.
6. Provide publicity or other information to the church secretary for announcements, newsletter or other communications.
7. Review website weekly to make sure information is accurate and current.
8. Work w/nominating committee to help recruit church leadership.

Knowledge & Abilities:

1. Excellent interpersonal and communication skills.
2. Proficient in use of computers, email, social media, word processing.
3. Willingness to learn, grow and adapt as the job requires.
4. Ability to work a flexible schedule which will include Sunday mornings.
5. Ability to work independently, have leadership skills and work well with team members.

Education & Experience:

1. A BA, BS or other degree preferred.
2. An understanding and commitment to Christian ministry.
3. A desire to work in and with the ministry of the local church.

Application Process:

Send a cover letter and resume explaining your interest, background and qualifications to salem1st@wvi.com

updated 12/17/2018