Coordinator for Welcoming and Connecting

Reports to: Lead Pastor  Liaison with: Assistant Pastor, Welcoming/Including Team, Affinity Group Coordinator

Part-Time Position: 10 hours per week

Salary: Average annual salary of $4000 to $6500 based on experience and skill level

Job Summary: To cultivate and promote a culture of welcome, inclusion, and hospitality at Kingswood Church, by helping all people to connect fully to our sacred community and to commit to expanding their faith journey in Christ.

Essential Duties and Responsibilities

- Create and maintain the ongoing monitoring of welcome bags/or equivalent system for first time guests.
- Greet newcomers on at least 3 Sundays per month. Secure volunteer on Sunday not present.
- Track newcomers and their information as well as access and share at staff meetings. - Follow-up with newcomers and update newcomers database.
- Resource Group Co-Leaders for Welcoming and Connecting.
- Invite newcomers to engage activities and connect more deeply in partnership with other staff and leaders.
- Resource Affinity Groups coordinator and assist in connect all people to appropriate groups.
- Follow up and invite newcomers to Newcomers Event. Organize Newcomers Event with Welcome Team.
- Facilitate process for persons to join the church as full members. Offer continual and consistent follow-up.
- Order name tags for those who are attending regularly.
- Coordinate with Finance/Membership Coordinator to update the church database for membership/guests.
- Staff liaison for 50’s Plus Ministry
- Must be present at Christmas Eve and Easter Services.

Qualifications:

- Be a committed follower of Jesus Christ, seeking to love God, serve others, and build sacred community.
- Exemplify the church’s core values and uphold the staff covenant.
- Work independently, with little supervision; follow projects through to completion with minimal direction.
- Able to maintain strict confidentiality.
- Exceptional interpersonal skills, with proven track record of developing quality relationships; a recognized aptitude for interpersonal engagement, structured dialogue, and diplomacy.
- Able to resolve conflicts quickly and with integrity.
- Able to coordinate events and projects including ability to delegate responsibilities.
- Experience in building, leading, and directing teams of volunteers.

Required Skills:

- Ability to produce creative and concise communications
- Good skills and knowledge of hospitality, welcome, and connection.
- Self-motivated, reliable and able to work independently as well as with teams and staff.
- Excellent skills at developing and recruiting leaders.
- Excellent written and verbal communication skills.
- Familiarity with print and electronic media as well as Microsoft Word, Excel, and Outlook

Job Conditions/Physical Requirements:

- Part-time
- Attend full staff meetings.
- Attend related committee and team meetings as needed.
- Availability for some weekday time hours to coincide with regular office hours.
- This job could expand in hours and responsibilities as we grow and move forward.