



Kingswood United Methodist Church  
401 W. Dundee Road, Buffalo Grove, IL 60089  
[www.kingswoodumc.com](http://www.kingswoodumc.com)

**Coordinator for Connection and Welcome**

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

**Part-Time Position:** 10-12 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.

**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.

**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 Lunch. Organize Newcomers Lunch 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.

**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 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 move and grow forward.

Send resume and cover letter to [jpreston@kingswoodumc.com](mailto:jpreston@kingswoodumc.com) and/or call 847.398.0770 ext. 2



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