

POSITION DESCRIPTION

First Presbyterian Church, Fort Collins, CO 80524

Position Title: Director of Welcome and Fellowship

Supported by: Senior Pastor, Director of Caring, Center for Caring, Welcome and Involvement

Summary

This position serves the church by coordinating the welcome and fellowship ministries of the church. The Director of Welcome and Fellowship plans and implements the Discover Membership classes, plans various fellowship events, and coordinates various ministries which promote a welcoming environment. The Director of Welcome and Fellowship provides a monthly report to the Center for Caring, Welcome and Involvement (CWI).

Responsibilities/Functions/Skills of Director of Welcome and Fellowship

- Coordinate the Sunday morning experience by identifying and training leaders to serve in the following areas: Sunday morning office hosts and greeters for 9:00 am service
- Schedule greeter for special events and services held at the church
- Monitor visitor attendance and initiate follow-up calls, notes, and /or emails
- Prepare and maintain a supply of Visitor Welcome Bags
- Identify regular non-member attendees who might participate in new member classes
- Plan and implement Discover Membership classes three or four times annually
- Follow-up with new members to assist with finding connections to the church based on their interests and passions to serve
- Plan and implement fellowship activities in conjunction with the Director of Caring and other members of the Center for Caring, Welcome and Involvement
- Plan and implement community-wide events and forums in conjunction with other centers within the church
- Attend CWI Meetings monthly
- Attend weekly staff meetings
- Work with CWI center leader and members to prepare and manage the budget

Support provided by Senior Pastor, Director of Caring and the Center for Caring, Welcome and Involvement

A positive atmosphere where each Ministry leader is valued as an important part of a vibrant team that is seeking to serve God first and foremost in all we do. We also support and encourage proper equipment and training for our Ministry leaders so that they are able to improve their ability to perform job tasks. FPC intends to provide appropriate supervision for all employees.

Qualifications and Skills

The successful candidate will be able to organize and prioritize his/her ministry to accomplish the responsibilities of the position. He or she will demonstrate a warm and inviting personality and have strong interpersonal skills as well as the technology skills to utilize electronic systems. Proficiency in Microsoft Office Suite is required and being an active member of the FPC community is desired.

Education and Experience

This position requires college coursework or equivalent professional experience. An associates or bachelor's degree is preferred. Experience on a church staff is desired.