

Director of Welcoming & Serving Ministries

Summary

The Director of Welcoming and Serving Ministries identifies and invites people into the community of Bethlehem Lutheran Church. This leader will creatively work on ways to engage both those new to faith as well as those who have a long standing relationship within the church. This position will recognize the importance of meal ministries in not only feeding the bodies of people but their hearts and spirits as well. This leader exhibits vision for service ministries within and outside the walls of the church and within the world.

Essential Functions

- Provides hospitality surrounding Sunday and Wednesday worship services and special events as needed
- Lead Newcomer initial process and ongoing engagement, including facilitating connections between newcomers and staff for ministry.
- Primary contact for all Meal Ministries (including but not limited to: Wednesday night suppers, funerals, congregational gatherings, receptions for guests, community gatherings)
- Manage recruitment/scheduling of people (volunteers) within Welcoming & Serving ministries
- Organizes and oversees community Thanksgiving Dinner
- Collaborates with point pastor to advise Welcome and Serving Ministry Teams
- Ability to lead and supervise
- Staff contact for Global Mission and Adult Mission Trips

Core Competencies

- Heart and passion for helping people
- Detail oriented and organized
- Ability to stay calm under pressure
- Extreme flexibility
- Public Personality (positive, kind, direct, welcoming)
- Rooted and supportive of the mission, vision and values of Bethlehem Lutheran Church

Supervises

- Kitchen Manager
- Kitchen Assistant
- Table Talks Kitchen Coordinator
- Nursery attendant

Reports to: Pr. Rhia Strohm

Status: Full time with benefits

FLSA: Exempt

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