

**JOB DESCRIPTION**

**DIRECTOR OF INVITE MINISTRIES**  
**FIRST UNITED METHODIST CHURCH of LAKELAND, FLORIDA**

Revised: March 2024  
FT/40+ hours per week  
FLSA: Ministerial, Exempt

**Occupational Summary**

The mission of First United Methodist Church (First UMC) is to make Disciples of Jesus Christ for the transformation of the world. We do this by being a Worship +3 church. We begin with God. WORSHIP is central to who we are as disciples of Jesus Christ. INVITE: we are a church that invites people to know and experience the love of God. GROW: we are committed to growing in our relationship with and understanding of God. SERVE: we are a church committed to serving in areas of mission, justice and restoration in the local community and the world.

The INVITE Ministries' mission is to identify and welcome newcomers and repeat guests, develop ideas to help them become involved and active in the life of the church.

**Relates to:**

This position relates to and is accountable to a variety of internal committees including, but not limited to Fellowship, Newcomers and Welcome Committees, and Church Council.

**Major areas of responsibility, including, but not limited to:**

**Welcome and Hospitality Ministries**

Manages, oversees, enlists, trains, schedules and serves alongside those whose spiritual gift is hospitality. Greeters (inside and in parking lot), ushers, golf cart drivers, and Welcome Desk attendants are needed at nearly every event that takes place on campus such as funerals, concerts, seminars, and special events.

**Newcomers Ministry**

Connecting with guests in a personal way, such as:

- Face to face meetings at church, homes or other venues
- Personal telephone calls
- Mail – email and regular mail
- Connecting individuals with ministry leaders that will help them in their faith journey
- Extending an invitation into a deeper commitment, including the possibility of membership

**Explore First/New Member Sunday Coordinator**

- Explore First - a class for those interested in learning more about becoming involved in the life of the church and explore church membership. Classes take place 6 times per year. Participants meet the pastors and various ministry leaders, to learn more about the church, and how to get involved.
- New Member Sunday that takes place the week after Explore First for those who have made the commitment to join our community of faith.

### **Second Sunday Gathering Event Coordinator**

- Second Sunday Gathering takes place monthly from 8:30am-12:30pm and is time of fellowship with light refreshments for the entire church family in a relaxing atmosphere. This position coordinates the purchase of the food and assists with plating and setting up the buffet table. Tables are available for ministries to utilize to promote programs or events.

### **Fellowship Events**

Coordinates and assists in planning church wide events that welcomes everyone – members, non-members, churched, and unchurched, both on and off church campus. These events include, but not limited to:

- Trunk or Treat – 2,000+ people attend this church wide and community on campus event, to experience a fun and safe time. All ministry leaders, staff and laity participate in this event.
- Beat the Heat – on campus and is in conjunction with the City of Lakeland's Independence Day fireworks that occur on July 3 each year and includes games, fellowship, and hotdogs.
- Spring Fling – off campus, and includes games, hayride, and BBQ. Other churches in the Lakeland area are invited to join in the fun.

### **Acolyte and Crucifer Ministries**

Oversees the enlisting, scheduling and training of 6<sup>th</sup>-12<sup>th</sup> graders with the help of laity. Arranges for all 12<sup>th</sup> grade acolytes and crucifers to be recognized at Senior Graduations Sunday.

### **Altar Guild and Plant Ministries**

Assists the Altar Guild with varied duties including preparing communion elements, purchasing supplies, seasonal décor throughout the church campus. Also oversees the interior plant ministry.

### **General Qualifications**

The Director of Invite Ministries shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ and agrees to uphold the Staff Covenant and Church Personnel Policies. He/she shall be committed to and seeking opportunities for personal and professional growth, willing and able to work with other staff/areas of the ministry of this church in a collegial manner.

### **Qualifications**

- Education:  
Bachelor's or higher degree
- Skills:  
Excellent organizational, problem-solving, oral and written communications, and time management skills; proficiency in Excel, Word, Publisher, and ability to learn new software and programs related to church membership and volunteer scheduling, ability to multi-task regularly, quick start and follow-through.
- Required work experience:  
A minimum of 3 years' experience in varied administrative, hospitality, or management roles

### **Preferred Qualifications:**

- An active member of a United Methodist Church
- Experience in a church or non-profit position

### **Reports to:** Senior Pastor

A demonstrated track record of management or supervision of volunteers or teams