



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Welcome Team Ministry Leader

Gift Set: Leadership, Hospitality, Communication, Organization

The Welcome Team Ministry Leader is a part of PAC's Sunday Experience Team and is primarily responsible for developing a team of volunteer leaders who are passionate about the art of hosting all of our attendees on Sunday morning. This will happen through a leadership team responsible for all of the personal touch points an attendee needs in a five-star Welcome Team experience.

The Welcome Team Ministry Leader is a part-time (up to 25 hours/week) position responsible for leading and developing multiple Welcome Team Leaders at PAC, and this person will report directly to the Sunday Experience Team Leader. He or she provides experience in leadership, prayer ministry, and hospitality and as well as expertise in the following areas:

Requirements

- Holds a minimum of a Bachelor's Degree with 30 credits minimum in Bible/Theological/Ministry training.
- Understanding of and willingness to serve within the doctrinal commitments of Princeton Alliance Church
- Has or will pursue licensing and ordination/consecration in the Christian & Missionary Alliance within the first six months of hiring
- Ability to lead individuals of varying ethnicities, socio-economic levels
- Experience with developing leaders and volunteers of all ages

Leadership and Administration

- Develop the vision and strategies for the Welcome Team, rooted in the mission and vision of PAC for in person and online church
- Develop and recruit for volunteer Welcome Team Leadership roles and create expectations to take responsibility for hosting all of our attendees on Sunday morning
- Along with Welcome Team Leaders, establish volunteer roles and expectations for all the personal touch points an attendee needs including parking, greeting, ushering, kitchen, translation and prayer
- Lead a well trained prayer team for in-person and online guests including data tracking
- Lead a high quality volunteer-suite host team for all Sunday volunteers
- Develop and manage a supporting budget for all processes and activities of the team
- Develop and maintain policies and procedures for all related activities and initiatives
- Contribute to the development of an evaluating culture by tracking regular evaluations of the Welcome Team and the Sunday Experience

Training

- Develop and lead Welcome Team Leadership meetings on a regular basis for the purpose of evaluation, vision casting, strategy alignment and team development

- Develop and lead one-on-one meetings with all volunteer leaders (at least every other month) for the purpose of spiritual health, personal development, ongoing evaluation, ministry growth and strategy alignment

Communication/ Coordination

- Communicate with the Sunday Experience Team Leader: victories, challenges, dreams, and strategies
- Consistently contribute to the regular Sunday Experience Team Meetings and discussions
- Communicate a compelling vision for hospitality to volunteers and leaders

Personal Development

- Pursue personal/spiritual development through participating in a small group, personal accountability relationships and a regular engagement with a mentor
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and conferences/seminars
- Meet with the Sunday Experience Team Leader regularly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Welcome Team Ministry Leader also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. The Welcome Team Ministry Leader is (or will become) involved in a small group, an active discipleship coaching relationship, a member of PAC (within six months of employment) and a regular attendee of Sunday services at PAC.

7 hours - Sunday

8 hours - Volunteer communication/scheduling/recruitment

4 hours - Staff/Volunteer Team Meetings

6 hours - Data and administration