

JOB DESCRIPTION – WELCOME, FELLOWSHIP, & VOLUNTEER MANAGER
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

POSITION TITLE: Welcome, Fellowship, & Volunteer Manager

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Associate Pastor for Congregational Care & Fellowship

DIRECT REPORTS: None

SUMMARY OF THE POSITION

The primary goal of this position is to provide ongoing, innovative, and adaptive opportunities to connect and foster relationships between and among visitors, members, and active participants in the life of the church and to further that engagement by fostering connections to volunteer opportunities across the spectrum of ministry at Vienna Presbyterian Church.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Welcome

- Establish and execute a vibrant Welcome Ministry that allows first-time and relatively new visitors an easy entry point for connection to the larger church.
- Establish and provide on-going training for Welcome Ministry with all staff, elders, ushers, as well as a designated Welcome Team.
- Personally reach out to all first-time visitors in the week following their first visit.
- Quickly connect first-time visitors to ministries of expressed interest and work collaboratively with all staff to facilitate personalized connection.

Fellowship

- Serve as the primary lead on all major all-church fellowship events.
- Recruit, coordinate, and empower volunteers for all events for which this position is responsible for.
- Assure that all internal and external permits, applications, and registrations are filed and completed in a timely manner.
- Work collaboratively across all VPC ministries to include all ministries that might benefit from specific events.
- Create and execute new fellowship events each year that provide the church family opportunities to simply experience the joy of the Lord together, apart from intentional service and/or discipleship.
- Serve as the staff resource to the Fellowship Team of the Session.

Volunteer Development

- Create and execute an on-going system of volunteer interest intake.
- Develop a concise and consistent volunteer application for all ministries, understanding that ministries with youth, children, and vulnerable adults may require additional information.
- Ensure that all volunteers are vetted to the standards required in the Church Protection Policy.
- Provide basic training and/or materials for volunteers (except for Children's & Youth Ministry which will lead their own training), ensuring that the process is thorough but also easily accessible and not overly cumbersome.
- Assist all staff in connecting to volunteers when they are required in specific ministry areas.
- Regularly provide all staff with the names of volunteers who have expressed interest in serving in their specific area of ministry.
- Establish and execute regular volunteer recognition opportunities.
- Regularly advertise opportunities to serve through various mediums of communication.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Possess a contagious and authentic joy for the work of God at VPC and in our diverse community.
- Affirm the mission and values of VPC and is willing to be guided by them.
- Demonstrated creative event planning experience.
- Outgoing and willing to be a "front-line" face of the church to newcomers.
- Bachelor's degree preferred.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- The ability to work collaboratively with a large paid and volunteer staff.
- Demonstrated ability to recruit, train, supervise, and motivate volunteers.

WORKING CONDITIONS

The working conditions of the Welcome, Fellowship, & Volunteer Manager are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities, and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.