

MINISTRY POSITION DESCRIPTION:

Minister of Invitation

3/4-time (32 hours per week)

Salary: Negotiable

Ministry Position Summary:

The Minister of Invitation leads and models the congregation's core process of Invitation through inviting, training and empowering members to invite and to experience invitation. The Minister of Invitation works closely and collaboratively with leaders of the Proclaiming, Nurturing and Sending core processes. This individual may be lay or ordained.

Requirements, Skills and Abilities

- Exemplifies the lifestyle of a faithful, growing disciple of Jesus Christ.
- Recognizes his or her particular spiritual gifts, leadership/interaction style, spirituality type and task type preferences, and builds toward strengths.
- Understands (or grows in understanding) the ethos of Christian faith lived in the United Methodist tradition.
- Practices the shared ministry concept: "Every member a minister."
- Practices excellent communication skills with and amongst all generations in both the faith and broader communities.
- Demonstrates consistent ability to make personal connections with persons of diverse faith backgrounds and experiences.
- Demonstrates good organizational and planning skills.
- Empowers the ministry of all God's people and delegates responsibility.
- Works collaboratively in a team environment with other ministry leaders.
- Utilizes openness to variety in leadership styles as the context requires.
- Exudes energy, creativity and the ability to have fun.
- Practices appropriate self care.
- Demonstrated previous experience in creating, supervising, leading and participating in invitational, inclusive, welcoming processes.
- Commitment to personal continuing education, as evidenced in up to two weeks per year in this intentional pursuit.
- Theological training (degreed or non-degreed) preferred.
- Ecclesiastical recognition (or willingness to pursue) preferred.

Specific Accountabilities

- Provides broad oversight for the Invitational ministries of the congregation, including (but not limited to): guest welcome and follow-up processes, sharing faith training and opportunities, new members process, media outreach plans, assimilation and deployment opportunities, care of members (active, inactive and shut-in) process .
- Designs and implements a congregational process for welcoming guests and creating opportunities for follow-up.
- Creates a system to identify the gifts and callings of members (new, active, inactive, shut-in) in order to deploy members into ministry.
- Spends time in the broader community (i.e., outside the congregation) discerning new opportunities for ministry and outreach and connecting with others.
- Models what it means to share Christian faith and equips and encourages others to do so.
- Designs and implements a system of congregational care for those no longer in active connection (inactive and shut-in's) with the church.
- Holds responsibility, in conjunction with the office administrative assistant, for oversight and maintenance of membership records.
- Creates media outreach plans to consistently bring to the community the congregation's ministries.
- Remains open to emerging opportunities, and with the consent of the immediate supervisor, accepts such assignments.

Support Provided

- Immediate supervision and support provided by Lead Pastor.
- Support from Staff-Pastor Parish Relations Committee and SPPRC Liaison.
- Mutual support from staff team members.
- Support through church, district and conference training events and resourcing opportunities.

Approved by SPPRC: 01/31/10