



**FIRST UNITED METHODIST CHURCH  
TULSA, OK**

**Position Description:**  
Connections Director/Minister

**February 2021**

**Reports to:**  
Executive Pastor of Outreach and Discipleship

**POSITION DESCRIPTION**

First United Methodist Tulsa is looking for an organized and out-going people person for the position of Connections Director/Minister. First United Methodist Tulsa's mission is to help people become fully committed followers of Jesus Christ. We want to see our city and our world transformed by followers of Jesus Christ who exhibit grace, show love, and go when God calls.

This position is responsible for creating a welcoming and engaging experience for our visitors and church members. The person filling this position will be expected to lead and engage with the hospitality team to care for our guests from online or in-person, parking lot to sanctuary as well as mobilizing our congregation throughout the ministries of the church.

**SPECIFIC RESPONSIBILITIES**

**I. Hospitality (60%) –**

- Develop, lead, and train hospitality teams to support all events, classes, and services
- Establish vision and direction with church leadership for hospitality throughout the church
- Lead guest welcome process including gathering guest information, assist guests in finding their place of belonging, online or in-person
- Plan guest events including getting to know you times and new member orientations
- Helping guests and new members assimilate into church ministries
- Assist all ministry areas in providing top notch guest experiences
- Track guest interaction and follow-up
- Contact guests by phone or email to arrange ways to get to know them
- Oversee ministry of ushers and greeters
- Oversee ministry area budget and provide regular reports to staff on a regular basis
- Assist new members in making connections in areas of the church including Sunday school classes, small groups, and service opportunities
- Input guest/new member data into church management software

**II. Member Mobilization (40%) –**

- Actively recruit and maintain the list of members that serve in all areas of the church
- Lead gifts assessments in order to determine where a person can serve



- Get to know members of the church and help them find areas to serve
- Work with all areas of the church to familiarize yourself with the needs of the various ministry areas
- Encourage serving by working with the communications department for announcements and regular volunteer promotion times
- Make connection between congregation and the right church staff leaders
- Work with staff leaders to develop easily accessible service opportunities and training for people throughout the church
- Other duties as assigned

## **QUALIFICATIONS**

- Strong interpersonal, hospitality, and customer service skills required
- Exceptional communication skills
- Professional, team-oriented, positive attitude
- Self-directed, attention to detail
- Organized and able to meet deadlines and problem solve
- Passion for helping people get engaged with a local church
- Experience with recruiting and mobilizing volunteers preferred, especially in a church environment
- College degree preferred

**Status/FLSA:** Full-time, exempt.

**Typical Hours:** M, Tu, Th: 8:30am-5:00pm; Wed: 9:00am-7:30pm; Sunday: 8:30am-12:30pm

**Experience:** Bachelor's degree strongly preferred; 1+ year experience in ministry or education

**Application Submission:** Interested candidates should send a cover letter, resume, and three references to Jeremy Fulda, Executive Pastor at [jeremyfulda@fumctulsa.org](mailto:jeremyfulda@fumctulsa.org).