

**Job Posting:** Assistant Director of Welcoming

Full-Time Position

First United Methodist Church Richardson | Richardson, TX

First United Methodist Church Richardson (FUMCR) is seeking a dynamic and personable Assistant Director of Welcoming to join our team and help foster a culture of intentional hospitality rooted in [our mission and values](#).

As a key member of the Welcoming Team, the Assistant Director of Welcoming plays a vital role in ensuring that every guest and member experiences a warm and engaging environment. This position helps lead efforts that encourage meaningful connections and support individuals in their journey from first-time guests to fully engaged members of our faith community.

**Key Responsibilities**

- Recruit, train, and support a diverse team of volunteers committed to hospitality and connection.
- Build and maintain strong relationships with members, guests, and volunteers.
- Plan, coordinate, and host welcoming events and initiatives throughout the year.
- Support and guide first-time guests through their transition to deeper engagement and membership within the church.
- Work with Director of Welcoming to plan, manage, and implement strategic initiatives.
- Supervise and lead staff members of the Welcome Team.
- Collaborate with all FUMCR staff and ministry teams to align welcoming efforts with overall church mission and strategic goals.

**Ideal Candidate**

- Outgoing, warm, and energized by connecting with people.
- Passionate about helping others feel welcome and involved.
- A proactive team player with a heart for ministry and hospitality.

**Qualifications**

- Must be available to work in person on Sunday mornings and occasionally on evenings during the week. Work days are typically Sunday through Thursday..
- Bachelor's degree required.

- Previous experience in hospitality, welcoming, church, or nonprofit settings.
- Familiarity with Wesleyan theology and the United Methodist Church preferred.
- Proven ability to recruit and motivate volunteers.
- Strong interpersonal and communication skills; comfortable interacting with people of all ages and backgrounds.
- Experience supervising staff and/or volunteers.
- Excellent organizational and project management abilities.
- Proficiency with Microsoft Office, Sign Up Genius, Planning Center, and other online tools.
- Capable of working both independently and collaboratively.

## **Physical Demands**

While this role includes sedentary office work, Sunday mornings and church events will require more active movement across our large church campus than the typical office requirements. This can include lifting and moving supplies, decorating, setting up volunteer and welcome spaces, etc.

## **To Apply:**

Submit your resume and cover letter to Rev. Allison Jean, Associate Pastor, Modern Worship & Welcoming, at [allison@fumcr.com](mailto:allison@fumcr.com).