

Hospitality and Connections Coordinator

Southport United Methodist Church

Part-Time (15-20 hours per week)

Position Overview

Southport United Methodist Church is seeking a relational, organized, and welcoming individual to serve as our Hospitality and Connections Coordinator. This role is essential in creating a culture of hospitality, helping to make sure that guests and members feel seen, valued, and engaged in the life of our church. The ideal candidate will oversee hospitality ministries, facilitate the onboarding of new members, and help foster deeper connections among existing members. This position will work in collaboration with the Discipleship and Outreach Coordinator but will focus primarily on hospitality, first impressions, and relational engagement rather than ongoing discipleship and leadership development.

Reporting Structure

-Reports to: Assistant Pastor

- Works closely with: Ministry teams, small group leaders, and church staff

Key Responsibilities

Hospitality Ministry Oversight:

-Invite, train, and coordinate hospitality volunteers, including greeters, ushers, and welcome desk teams.

- Make sure that all worship services and church events provide a warm and welcoming environment.

- Develop and maintain hospitality best practices, making certain that guests and members feel connected from their first visit onward.

- Oversee follow-up procedures for first-time guests, helping to make sure that personalized and timely connections are made.

New Member Onboarding & Engagement:

- Implement and oversee a welcoming process for new visitors, ensuring they receive clear next steps for deeper involvement.

- Organize and facilitate new member gatherings, helping individuals understand church membership and find their place within the congregation alongside the Discipleship and Outreach Coordinator.

- Serve as a bridge between newcomers and ministry opportunities, helping them connect with the Discipleship and Outreach Coordinator when they are ready for deeper engagement in small groups or service opportunities.

Member Connection & Retention:

This work is done in collaboration with the Discipleship and Outreach Coordinator to support member engagement and retention.

- Assist in tracking attendance and engagement metrics, making certain timely pastoral care and outreach occur.

Qualifications & Skills

- A heart for hospitality and a passion for helping people feel welcome and connected.

- Strong organizational and administrative skills.

- Excellent interpersonal and communication abilities.

- Ability to assist in recruiting, training, and leading volunteer teams in partnership with ministry leaders.

- A proactive, self-motivated approach to ministry.

- Familiarity with church databases and communication tools (or a willingness to learn).

- Alignment with the mission and values of Southport United Methodist Church.

Schedule & Work Expectations

- This position requires 15-20 hours per week, with flexible scheduling.
- Regular availability is required on Mondays (staff meetings), Thursdays (worship), and Sundays (worship).
- Some responsibilities may be completed remotely, but significant on-site presence is necessary for building relationships and supporting hospitality teams.

How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their experience and passion for hospitality ministry to office@sumc.org. Applications will be reviewed on a rolling basis until the position is filled.

“This position is an opportunity to make a meaningful impact in the lives of those who walk through our doors. If you love helping people find a church home and build lasting relationships, we’d love to hear from you!” -Pastor William