

Welcoming Ministry 100

AN ONLINE COURSE FROM UNITED METHODIST COMMUNICATIONS

Course Overview

Welcome to the Welcoming Ministry 100 course for The United Methodist Church provided by United Methodist Communications. This course is designed to help you expand your own understanding and skills with welcoming as well as equip you to lead your church in establishing and maintaining a dynamic ministry of welcoming and radical hospitality. Together with additional training and resources, you will be able to guide your congregation to live a welcoming lifestyle that extends radical hospitality to everyone all the time both inside and beyond the walls of your church.

By the end of this course, you will be able to:

- Interpret what it means to be a welcoming and hospitable congregation.
- Identify and enlist team members for the welcoming ministry of your congregation.
- Lead opportunities for members to learn and live their role in a ministry of welcoming.
- Plan and implement ways to extend the congregation's welcome beyond Sunday and the walls of the church.
- Develop plans and strategies establish and maintain a dynamic welcoming ministry in your congregation.
- Become a welcoming certified congregation and engage with other welcoming certified congregations through an online annual renewal forum.
- Stay up-to-date with resources and tools from United Methodist Communications and other agencies of The United Methodist Church as well as non-United Methodist faith-based organizations focused on welcoming ministry and radical hospitality.

Module 1: Introduction to Welcoming Ministry (20 points)

- History of "Open Hearts. Open Minds. Open Doors."
- Fitness for Welcoming
- Our Theological Foundation
- A Few Working Definitions
- Welcoming as Ministry (includes the video, "Reunion")
- Creating a Climate for Welcoming
- Communication is Key

Assignment 1.1: My Welcoming Quotient (5 points)

Download and complete the "Welcoming Quotient" worksheet. Post a 150-200 word reflection.

Assignment 1.2: My Church's Comfort Level (5 points)

Download and complete the "Comfort Checklist" worksheet. Participate in the Poll.

Assignment 1.3: My Definition of Welcoming Ministry (5 points)

Post your definition of welcoming ministry to the discussion forum.

Assignment 1.4: Module 1 Quiz (5 points)
Complete the quiz for Module 1.

Module 2: Living a Welcoming Lifestyle (25 points)

- Do I Want to Be Welcoming?
- When Does Welcoming Begin? (includes the video, “Real Church TV” and the training session, “Helping Guests Feel Welcome”)
- Exploring Realities and Roles (includes the handout, “Welcoming Tips”)
- Welcoming Conversations (includes the handout, “Welcoming Conversations”)
- Welcoming and Follow-Up (includes the training session, “Creating a Comfortable Climate”)
- Ushers and Greeters (includes the video, “Tale of Two Churches,” the handouts for “Guidelines for Greeters” and “Guidelines for Ushers,” and the training session for “Greeters and Ushers”)
- Invitation and Discipleship (includes the video, “What Happens After Sunday: Welcome,” and the handout, “Tools to Personally Invite Guests”)
- Welcome-Infused Worship

Assignment 2.1: I Want to Be Welcoming, but ... (5 points)
Discussion forum post based upon completion of “Friendliness Audits” and “Do I Want to Be Welcoming?” worksheets.

Assignment 2.2: Invitation and Discipleship (5 points)
Download and complete the “Inviting Practice Sheet” and “Action Plan for Discipling Newcomers” worksheet. Post a 150-200 word reflection.

Assignment 2.3: Welcome to Worship (10 points)
Download the “Worship Liturgies” handout and review it. Then, upload a one-page Word document outlining how you would use one or more of these ideas in worship to enable a more welcoming experience for newcomers.

Assignment 2.4: Module 2 Quiz (5 points)
Complete the quiz for Module 2.

Module 3: Extending Your Welcoming (20 points)

- Trends Affecting the Church Today
 - Mobility
 - The Millennials
 - Aging Baby Boomers
 - Ethnic Diversity
- Getting to Know the Unchurched (includes the training packet, “Getting to Know the Unchurched”)
- What Seekers Like about Us
- Moving into the Neighborhood (includes the video, “Remedy for the Unchurched”)

Assignment 3.1: Trends Equal Ministry Opportunities (5 points)

Select one of the trends and share how you think the church can adapt to these changing times.

Assignment 3.2: What is your Church Known for? (5 points)

Download and complete the worksheet, “What is Your Church Known For?” Then, post a 150-200 word reflection that shares one or more of your church’s attributes and talks about how this could be attractive to seekers and the unchurched.

Assignment 3.3: The People in Our Neighborhood (5 points)

Use one of the tools for conducting informal research on the demographics of your community. Then, write a one-page summary of your findings.

Assignment 3.4: Module 3 Quiz (5 points)

Complete the quiz for Module 3.

Module 4: Developing a Welcoming Ministry (35 points)

- Welcoming Ministry Team (includes the packet, “Welcoming Ministry Team Training Session”)
 - Coordinator Responsibilities (includes the handout, “Responsibilities of the Welcoming Ministry Coordinator”)
 - Team Responsibilities (includes the handout, “Responsibilities of the Welcoming Ministry Team”)
- Assessing the Climate for Welcoming in Your Congregation
- Developing a Plan for Welcoming Ministry
- Leading through Change (includes the handouts, “Change Exercises” and “Preparing for Change,” and the training session packet, “Leading through Change”)
- Sharing Your Plan for Welcoming Ministry
- Welcoming Ministry Training for Members (includes the training session packets, “One-Hour Welcoming,” “Welcoming Ministry 101,” and “Welcoming Ministry 201”)
- Next Steps (includes video, “Pass It On”)

Assignment 4.1: Welcoming Ministry Assessment (5 points)

Select one of three assessment methods and post a 150-200 word reflection of how you will implement it and/or any results gained after implementation.

Assignment 4.2: Welcoming Ministry Planning (20 points)

Download and complete the “Welcoming Ministry Planning Sheet.” Upload the finished plan for feedback.

Assignment 4.3: Planning and Sharing a Welcoming Ministry (5 points)

Post a summary of your welcoming ministry plan and how you will introduce/share this plan with your congregation.

Assignment 4.4: Module 4 Quiz (5 points)

Complete the quiz for Module 4.

Recommended Resources:

This course draws from the thirteen training sessions and materials in the Welcoming Ministry Training Manual and Planning Guide with companion DVD. It is available for purchase through the [United Methodist Communications eStore](#) for \$39.95.

For your convenience and to make this material more accessible and affordable, each of the thirteen training sessions is available individually as a free PDF download by visiting our [Welcoming Training webpage](#). If you choose to download the individual sessions, you will want to purchase just the DVD, which contains the reproducible handouts and videos associated with the sessions. It is available from the [eStore](#) for \$9.95 and contains all the supporting materials for all thirteen sessions.

Additional Resources:

Articles and Books

- Bibliography: Welcoming Ministry Reading List (PDF, 148 KB)
- Welcoming Ministry Articles (UMCom website)
- 50 Ways to Build Strength Welcoming New People (Lewis Center website)

Activities and Tools

- Become a Welcoming Certified Congregation
- Update Your Church's Find-A-Church Profile
- Develop a Local Church Marketing Plan
- Explore Ways to Incorporate Rethink Church in Welcoming Ministry

Ideas and Tips

- Field Assignments: Welcoming Ministry Ideas (PDF, 260 KB)
- Ideas That Show We Care: Welcoming Ministry Tips (PDF, 192 KB)
- Visit the Welcoming Ministry Website for More Ideas and Resources