

**First Presbyterian Church.  
Position Description**

**POSITION TITLE:** Evangelism Coordinator  
**SUPERVISOR:** Associate Pastor, Worship and Pastoral Care  
**SESSION OVERSIGHT:** Evangelism Committee  
**POSITION STATUS:** Part-Time; Salaried; 15 hours per week  
**FLSA STATUS:** Non-Exempt  
**PREPARED DATE:** 03/24/2014; 04/09/2016; 01/29/2017  
**APPROVED BY:** Session  
**APPROVED DATE:** 01/30/2017

**VISION:** I acknowledge that I am part of a team at First Presbyterian Church that is Seeking Christ and Sharing His Love. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks, I commit to maintain & live by the staff covenant.

**JOB SUMMARY:** This part-time position exists to manage all aspects of visitor follow up, new member assimilation, and membership retention.

**ESSENTIAL JOB FUNCTIONS**

*Visitor Follow up and New Member Assimilation 80%*

- Lead the Monday staff meeting on church growth and membership
- Oversee follow-up from Connection Card process and related volunteer teams
- Actively connect with visitors and shepherd them through the membership process (FPC 101, Session meeting, Worship, New Member events)
- Develop and work with New Member team to assist with ongoing assimilation of new members outside of programs.
- Resource teams on the Evangelism Committee (including Ushers, Greeters, Welcome Desk, New Member team)
- Follow up with new members and ensure that they are fully connected at FPC
- Primary staff responsibility for maintaining the membership rolls in coordination with the Clerk of Session
- Develop strategies for increasing first-time guests, engaging visitors and retaining existing members

*Administrative/Professional 20%*

- Regularly meet, communicate and interact with church staff and Evangelism Committee as needed
- Respond to phone calls, e-mails and correspondence in a timely, professional manner
- Assist with management and oversight of Fellowship One
- Resource the Pastors as needed

## **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES**

- Christ-centered with demonstrated personal growth in the Christian faith and regular, active church participation
- Excellent interpersonal, leadership, and organizational skills
- Team builder and team player
- Supervisory experience
- Innovative
- Biblically grounded and literate
- Four year college degree

I acknowledge that I have read and understand the scope of the job position and willingly abide by the vision and duties defined herein.