FIRST PRESBYTERIAN CHURCH
Position Description

Title: Director, New Member Outreach	Date: January 2024
Department: Adult Ministries	Prepared By: DDNH, MDP
Regular - Full-time	Exempt/Non-Exempt

SUMMARY:

Philosophy: To achieve an over all church culture wherein: all visitors are welcomed and invited to return; new and existing members are recruited to be involved in ministries, programs and groups; and members assume the primary responsibility for increasing church membership and member assimilation.

ESSENTIAL FUNCTIONS:

30 %	Visitor welcome, hospitality, and outreach
30 %	Invitation and education of prospective members
30 %	Assimilation of new members into the family of faith
10 %	Congregational Life events

ACCOUNTABILITIES:

- Maintain a visible presence on Sunday mornings and connect with newcomers and repeat visitors.
- Coach the congregation on building a culture of warmth and hospitality.
- Train and guide the lay leaders of the Welcome Center and the Greeting Ministry to recruit/schedule greeters and extend hospitality to vistors and members.
- Work with the Communications Department to develop an effective outreach plan to attract visitors to First Church, both to worship and other program offerings.
- Understand what brings people to our church family. Develop and implement effective member driven programs for inviting and shepherding neighbors and friends to worship and/or events.
- Track visitor attendance and follow-up with visitors to connect them to members and programs.
- Work w/ pastors and session to review the steps an inquirer takes to membership. Review and update Inquirer Class materials. Develop, coordinate and maintain effective new member training. Shepherd candidates through the process of confessing their faith, transferring membership, and joining the church.
- Collect “interest and talent” inventories of new members to help connect those individuals with opportunities to engage in ministry. Maintain this information in Realm as a resource for recruitment.
- Educate inquirers about the various educational programs, ministries, and missions within the life of the church.
- Assist church staff and lay leaders to implement:
  - Methods for recruiting and inviting visitor and member involvement in ministries and groups;
  - Processes for personal follow-up with visitors attending programs; and,
  - Processes for assimilating new members within the church family.
- Examine changes in attendance patterns for recent members (0-5 years) and reach out to them in an effort to reconnect them to the life of the church.
- Assist with events organized by the Congregational Life Committee.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal Reporting: Reports to Adult Ministries and has primary responsibility for interface with Congregational Life Committee and Member Care Committee. Attend Staff and Committee meetings on a regular basis or as required.
- External Interface: Has primary responsibility for interface with visitors, and prospective and new members.

QUALIFICATION STANDARDS:

- Member of First Presbyterian Church with knowledge of members and existing programs – preferred
- Ability to engage visitors and members alike in conversations about their faith walk
- Thorough knowledge and understanding of the Bible, the reformed tradition, and the ability to relate the Gospel of Jesus Christ to others
- Exceptional interpersonal and communication skills with the ability to maintain positive relationships with visitors, members, and colleagues
- Gifted in the areas of conversation, diplomacy, and hospitality
- Competency with Microsoft programs (Outlook, Word, Excel)

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee Date

Signature of Manager Date