

## **Holy Comforter Episcopal Church (Angleton) Job Description – Newcomer Ministry Coordinator**

**Reports to:** Rector

**Position:** Part time, 12 hours a week.

**Summary:** The Newcomer Ministry Coordinator will develop, implement, and track a Newcomer Ministry that invites the seeker, welcomes the guest, guides the newcomer into a committed parish membership, and draws new members into an active parish life of fellowship, mutual support, and service.

### **Duties and Responsibilities**

#### **1. Ensures a welcoming environment.**

- a. Utilizes printed materials and social media to make information about Holy Comforter – its ministries, worship, and membership – available to the public.
- b. Promotes church activities in local media when possible.
- c. Provides training and tools for parish members (including ushers/greeters, vestry, church secretary, and other groups as appropriate) to equip them with skills for inviting visitors and warmly welcoming guests.
- d. Keeps parish educated and informed about the ministry through a monthly column in parish newsletter.
- e. Ensures that worship services and campus offer a welcoming environment for visitors. Recommends improvements to Rector and Vestry as appropriate.
- f. Develops administrative support systems to capture visitor registration information and track visitor/newcomer relations, i.e., On Realm online database.
- g. Maintains supplies for welcome packets and contact information capture.
- h. Ensures church activities, events, and outreach provide opportunities for publicity and invitation. Ensures appropriate information about Holy Comforter is disseminated on these occasions.

#### **2. Builds relationships with Newcomers.**

- a. Works closely with the Rector to see that newcomers are welcomed to the church, including conducting follow-up calls and personal invitations to activities and events.
- b. Shepherds Newcomers during post-service fellowship and other events to encourage interaction with parish members.
- c. Assists Rector with identifying newcomer needs and with organizing 'newcomer welcome' event, 'liturgy of belonging' service, and other newcomer activities as needed.

#### **3. Promotes new member assimilation.**

- a. Offers direction and develops a system which supports and engages people in spiritual growth through the use of the members' God-given gifts, talents, and passions. This will include group activities using gift assessment tools.

- b. Provide new members with materials that promote and describe the various ministries of the church.
4. Participates in staff meetings and report regularly to vestry.
5. Maintains a Christian standard of conduct, including upholding confidentiality in all areas of work, activities, and information about Holy Comforter.

**Skills and Abilities:**

1. College degree required with experience in volunteer coordination and/or other ministry experience.
2. Excellent verbal and written communication skills.
3. An outgoing personality and ability to motivate and work with groups of people as well as individuals.
4. Ability to work with a variety of office equipment, computers, and software.
5. Ability to multi-task and keep track of detail.