

Part Time Newcomer Minister wanted

Reports to: The Rector

Ascension is looking for a Lay Newcomer Minister who is a committed follower of Jesus Christ. The right candidate will be an Episcopalian or be willing to become an Episcopalian within the first six months. Will be a proven leader and mentor of volunteers.

The Newcomer Minister will be a skilled verbal and written communicator. This is a 20 hr/week position with 4.5 hours on Sundays (7:45am – 12:15pm) and 15.5 hours during week working on campus. Schedule to be determined as mutually agreed. A bachelor's degree is preferred.

Goal

To welcome and mentor newcomers to become committed, active, and involved members of Ascension.

Key Characteristics

- Very outgoing and make people feel welcome and at ease.
- Strong administrative skills, able to handle detail, especially in following and tracking newcomers.
- Have a passion for helping the Episcopal Church grow numerically and spiritually.

Major Responsibilities

- Mandatory attendance Sunday morning as minister of welcome 7:45am-12pm.
- Make weekly announcements of welcome or at least be willing to be identified as the newcomer minister each week.
- Meet with newcomers for coffee or lunch to welcome and when appropriate offer avenue for getting involved
- Recruit school parents to become school *and* church parents. Meet with new parents and invite them to the Sunday Breakfast, afterwards, show them the Sunday School classes appropriate to all family members. Attend all School functions on a rotating basis, Convocation, Children's Chapel, Assemblies, Veteran's Day, St. Nicholas Day, Winter Program, Epiphany Pageant, Rodeo Day, Annual Silent Action, Spring Program, Summer Programs
- Administer the Usher and Greeter Ministries
- Work weekends and evenings for designated Newcomer events, such as: Get to Know Ascension Weekends/Retreats, or Confirmation classes
- Work with clergy and volunteers to create a more systematic welcome which includes:
 - Contact perspective members through Social Media.

- Research and implement effective digital advertizing: social media, and constant contact.
- Create effective print advertizing with Publisher and use in house tools to publish door hangers. Engage neighborhood newsletters, and local papers
- Needs to look at the entire campus with new eyes, being critical of signage on campus and the messages we communicate through our campus.
- Review print and electronic messages especially in the area of the website focused on newcomers. Determine how it impacts the Newcomer. Develop any necessary suggestions for change
- Using Membership Software and Excel/Microsoft Office, track the level of involvement of each individual newcomer. Maintain a master list of the level of involvement of each newcomer until they are fully engaged and/or have been confirmed by the Bishop

Work within our “Seven point connection system” as established by the Diocese so that by the time a newcomer has visited they will be “connected” to seven different people including priest, newcomer minister, ministry leaders, and parishioners within three weeks of their first visit.

Essential Skills Knowledge and Abilities

- Excellent and Effective verbal and communication skills.
- Working with Social Media
- Computer Skills – proficient in Word, Excel, and willing to learn Publisher and Facebook
- Work with other current ministers, and staff
- Collaborate with Newcomer Ministers at neighboring parishes, such as the newcomer minister at St. Francis

Preferred Skills Knowledge and Abilities

- A bachelor’s degree is preferred
- Knowledge of Spiritual Gifts
- Can build a newcomer program from the ground up
- Excellent administrator and mentor of volunteers
- Previous experience in coordination and set up of space for special events

Other Requirements

- Must pass criminal background check
- Must the Safeguarding God’s Children class run through the Diocese
- Attend the yearly Diocesan Conference called "The Conference".
- Coordinate Activities, such as various ministries on big church event days such as “Happy Birthday Day Church,” Easter Egg hunts, Lenten suppers, etc., to maintain Newcomer involvement

- Write newsletter articles, Tidings and Happenings to help church members get know Newcomers
- Work within the budget established by the Vestry. For special events, the candidate needs to be able to prioritize available resources to ensure good stewardship

This position is funded by the Diocese of Texas. The Newcomer Minister will be responsible for reviews, updates, and reports to be submitted to the Diocese.