NEW MEMBER COORDINATOR

The New Member Coordinator shall be responsible for completing the tasks mutually agreed upon as outlined in the following job description. The New Member Coordinator will report to and be supervised by the Pastor of Visitation, Outreach & Missions and be ultimately responsible to the Personnel Team of the Church Council.

GENERAL TASKS:
* Encourage prospective members to engage in Bethel’s worship and congregational life.
* Assist prospective members in completing the formalized process of membership at Bethel.
* Work with the Bethel staff to facilitate new member involvement in congregational life.
* Vitalize the “Welcome Center” with volunteers and informative materials for visitors, guests, and prospective members to experience Bethel’s hospitality.

RESPONSIBILITIES: This person will serve the congregation of Bethel Lutheran Church by:
• Contacting visitors who have expressed an interest in membership.
• Administrate support staff to supply information for visitors and prospective members in timely materials and communication regarding the process of membership.
• Invite all prospective new members to engage in the process of membership.
• Organize and facilitate a monthly new member orientation class, Bethel 101. Administer the following classes, Bethel 201 and Bethel 301.
• Recruit lay persons to assist in the new member process (i.e. tour guides, interviewers, presenters).
• Interview or provide an interviewer for new members in order to learn more about their gifts and interest and share more about the ministries of Bethel.
• Organize regular opportunities for new members to be welcomed within weekend worship services.
• Provide staff with pictures of new members, which includes a brief history of the new member.
• Work towards a successful assimilation of new members by continuing to be in contact with them through their first six months and year of membership.
• Partner with the Shared Ministry Coordinator to provide entry points for new members in congregational life.
• Attend weekly staff meetings as often as possible.
• Maintain the new member pictures for congregational viewing.
• Engage all generations of prospective member family units so that each age finds a place to serve or sense belonging to the congregation.
• Support Welcome Center staffing and information.

HOURS: 20 hours per week. May need to vary hours worked per week depending on the workload.

QUALIFICATIONS: This person must believe in Jesus Christ and be comfortable articulating and sharing their own faith story. Ideally this person is currently a member of Bethel and has a strong understanding of the mission statement and ministries of the congregation. They should have a positive attitude, excellent listening skills, good interpersonal skills, enthusiasm for motivating people, computer proficiency, familiarity with technological resources, the ability to plan, organize and execute programs, and excellent written and verbal communication skills.