

POSITION DESCRIPTION

Name of Position and Team/Task Force

Evangelism and Communications Committee Member

Responsibilities

1. Follow-up with visitors and encouraging prospective members to consider membership in the congregation
2. Coordinate the schedule of Greeters through the church office
3. Recruit members to participate in the New Member Sponsor program
4. See ways to communicate the activities and ministries of St. Philip's to its members and to the community through newspapers, newsletters, etc.
5. Assist with the promotion and carrying out of support groups such as Growing Through Loss, Befrienders and Nursery Committee

Qualifications

1. Commitment to the mission and vision of St. Philip's Lutheran Church
2. Ability to work as a committee member
3. Ability and willingness to give support to other members of the Committee and other congregation members who volunteer
4. Friendly, welcoming, outgoing, caring, good listener, empathic
5. Respectful of confidentiality and tactful in dealing with people

Amount of Time Required

Two-hour monthly meeting

Plus, occasional time for telephoning and follow-up tasks

When Ministry is Performed

Monthly meeting occurs on the second Monday of each month. Other responsibilities determined on personal schedule.

Length of Commitment

Two year term

Training Provided

None necessary

Responsible To

Evangelism and Communications Chair

Support Provided

Evangelism and Communications Chair and Pastors

Last Reviewed

October 2006