

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Visitor Follow-up Volunteer

### **Purpose of Position**

Personally contact visitors of St. Philip's at their homes to thank them for visiting, to give them a St. Philip's brochure and coffee mug, to answer any questions they might have, and to invite them to visit again.

### **Responsibilities**

1. Be responsible for follow-up in your assigned area
2. Find out who and where to visit
3. Have brochures and mugs to distribute
4. Be a congenial representative of St. Philip's

### **Qualifications**

1. Active, adult member of St. Philip's
2. Desire to share your story and to encourage/invite others to attend St. Philip's

### **Amount of Time Required**

No more than 30 minutes per visit, as needed (10 minutes to drive and 20 minutes to visit)

### **When Ministry is Performed**

Visits based on your discretion, as needed. Meeting quarterly to review process

### **Length of Commitment**

One year

### **Training Provided**

Coaching and advice from Evangelism Committee

### **Responsible To**

Evangelism Committee

### **Support Provided**

Evangelism Committee

### **Last Reviewed**

November 2006