



First Lutheran is a vibrant Christian Community where faith and life meet through worship, learning and serving in Jesus' name.

**Position Title: New Member Ministry Coordinator**

Part-time 10 hours per week

Reports to: Serving Board

Date: July 2021

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**PURPOSE STATEMENT:** Welcome and engage new members according to their gifts and interests.

**CORE COMPETENCIES:** Hospitality, communication, organization, productivity, interpersonal skills, integrity, creativity, collaboration, facilitation and relationship building

**POSITION DESCRIPTION:** An energetic and relational professional with a track record of building relationships to oversee and execute a strategic plan for new member ministry at First Lutheran Church.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Schedule and organize Membership 101 and follow-up fellowship events to welcome those who are new to FLC.
- Develop, train, and oversee a New Member Leadership Team.
- Create new member marketing materials.
- Identify & Monitor Visitors
- Regularly assess the ministry of congregational life and engagement and vision for its future in light of our mission statement and values.

**POSITION EXPECTATIONS:**

- Demonstrate a personal faith in Jesus and commitment to the mission of First Lutheran Church.
- Actively participate in the life of the congregation through worship, fellowship, and service.
- Offer radical hospitality to all.
- Be informed about what is happening at FLC.
- Actively build relationships with staff, members and visitors.
- Adhere to the staff covenant.
- Collaborate with pastors, staff, and appropriate committees to carry out the church's mission.
- Attend meetings as needed and requested by the Director of Church Administration or pastors.
- Implement a plan for continued professional growth and goal setting.