

FIRST UNITED PRESBYTERIAN CHURCH
VISITOR TO MEMBER CARE COORDINATOR
MINISTRY DESCRIPTION



“Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers” (Romans 12:12-13)

Objective: You will help FUPC to glorify God through active discipleship and nurturing fellowship to help visitors to First United become active members, fully engaged in the ministries that appeal to them and match their skill.

Result #1: Report to Membership committee at the monthly meeting

Result #2: Receive weekly visitor list from office staff, repeat visitors are identified and invited to attend information classes as scheduled.

Result #3: Periodically meet with the pastor to plan, schedule and assist with conducting information classes that may leave visitors prepared and ready to join First United.

Result #4: Check in with visitors after information classes to see how FUPC can best meet their needs.

Result #5: Provide flowers to new members on the day they join. Purchase new flowers as needed.

Result #6: Provide pictures of the new members to the office staff for the Steeple. Update the Church Directory in year 2 of the 3 year cycle with the names and pictures of the New Members

Result #7: If new members have not utilized a guide in the equipping process, check in with them at 2 months of membership to assist them in becoming fully engaged members. Keep in contact with them during the 1st year of membership to make sure their needs are being met as members of FUPC.

Team Composition (number): 1 Coordinator 1-2 volunteers to assist

Time Commitment: 1-2 hr Monthly meeting, time it takes to complete all tasks

Special Talents and Skills Preferred: Computer/technology, time management

Spiritual Gifts: Evangelism, Exhortation, Administration, Hospitality

Support and Accountability: Membership committee, Membership Chairperson, office staff, pastor

Resources and Training Provided: Membership Chairperson, office staff, previous coordinator, pastor

Requirement: Faithful member of FUPC for 6 months

Thank you for considering this important ministry.

Revised June 2017

