

# Roswell United Methodist Church Job Description

**Position: Invitation and Connection Coordinator**

**Date: May 2018**

**Responsible to: Associate Minister: SERVE      Exempt, part-time (20 hours), hourly position**

**General Description:** Provide an effective means to find, involve and connect visitors and new/inactive members RUMC. Includes Sunday hours.

## **Responsibilities:**

1. **Invite:** Through the mobilization of volunteers, innovate and enable ways to connect with potential church visitors. Maintain record of visitors to worship and make personal contacts/invitations.
2. **Connection events:** Offer a minimum of 12 connection events throughout the year for those who want to learn more about RUMC (and membership).
3. **Develop and maintain printed information and a relevant web presence** for visitors and new members. Maintain information at worship and office entrances.
4. **Invite Team (to be developed) and New Member Hospitality Team.** Nurture and equip laity who have a heart for inviting and welcoming, by serving as the staff liaison to teams that carry out traditional and modern methods of evangelism and welcome, in the community and on campus. Staff information booth presence on Sundays (through presence and laity involvement).
5. **Connection.** Implement and maintain effective processes to connect visitors, new members and inactive members with appropriate clergy/staff and ministry options to enhance their connection within the church, so they grow and serve as passionate disciples. Follow up with people by personal connection, calls, texts, notes, etc. Maintain relationships.
6. **Measure discipleship engagement.** Use Ministry Platform to measure and report discipleship engagement to the clergy/staff (worship, discipleship groups/classes, and service). Working with clergy and staff, devise appropriate follow up from teams to grow disciples.
7. **Administration.** Ensure nominations, budgets, scheduling, communications, and RUMC policies are adhered to as related to responsibilities.
8. **Online worshippers.** Develop and maintain relationship with our online worshippers. Provide engagement options (study, service, giving etc.) for the online community, with the intention of moving people into deeper relationship Jesus Christ and in membership at RUMC.
9. Other duties as assigned.

*This is not necessarily an exhaustive list of all duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. It is, however, intended to be an accurate reflection of the current job responsibilities. Please specify job and email your resume to [hr@rumc.com](mailto:hr@rumc.com).*