

# **First Impressions Coordinator**

## **Job Description**

### **Vision**

It is our goal as a church to help people establish a personal relationship with Christ and to grow to love and know Him more each day.

### **Mission**

The First Impressions Coordinator will help today's guest become tomorrow's disciple by: 1) Creating a loving and welcoming experience for all guests and regular attenders on Sunday mornings, and 2) Guiding guests on Sunday mornings and throughout the week into making BBCS their church home.

### **Requirements & Characteristics**

- Is a mature follower of Jesus Christ
- Is an active member of BBCS
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Loves people and has excellent people skills
- Passion for administrating and serving
- Leadership skills
- Excellent follow through skills

### **You Report To**

The Associate Pastor of Assimilation

### **Hours and Compensation**

This position will require 15-20 hours per week at a rate of \$20/hr.

### **You Will Be Responsible For**

- Overseeing the First Impressions Volunteer Team (6-7 hrs)
  - Coordinate schedules for the following ministries: ushers, greeters, child check-in attendants, parking attendants, gathering place hosts, connection point hosts, foyer hosts and announcements person.
  - Schedule services monthly using Worship Planner.
  - Work with Pastor Nick in identifying and asking people to serve in the various roles.
  - Offer encouragement, vision casting, regular training, and meetings to strengthen and equip new and existing volunteers.
  - Design and implement volunteer expectations for each position.
  - Manage volunteers on Sunday mornings.
  - Connect with guests to love and assist them (guide them to the connection point table, show them the child check in desk if they have kids, etc.).
- Creating and implementing a follow-up strategy for guests (5-7 hrs)
  - Reach out to guests through phone, text, email, or postcard.
  - Connect guests to families in similar situations.
  - Connect guests to ministries in the church (community groups, adult Sunday school, youth group, etc.).
  - Set up pastoral visits for those who are interested.
  - Inform guests about upcoming Discover BBC Classes.
  - Record guest information in Servant Keeper and produce periodic reports to the pastoral staff.
  - Work with guests to get their pictures and contact information for the new faces board and directory.
  - Reach out to guests who have stopped attending.
  - Offer suggestions concerning the facilities and website to help improve the guest experience.
  - Assist the outreach team with guest follow-up from outreach events.
- Researching/suggesting First Impressions materials and resources for purchase by the church (3-4 hrs)
  - Create the yearly connection point table and welcome table budget.

- Purchase connection point resources (guest bags, signs, giveaways, lanyards, etc.).
- Research first impressions materials and strategies.
- Research software and systems that best support the overall first impressions mission and vision.
- Any additional First Impressions projects assigned by leadership (1-2 hrs)