

August 2016
Newcomer Minister
Ascension Episcopal Church, 2525 Seagler Road, Houston TX, 77584

Scope of ministry

We are looking for a follower of Jesus Christ with a passion for making visitors feel comfortable and welcomed at Ascension. The Newcomer Minister will be the first point of contact for all visitors and will help interested visitors join our church and become incorporated into the congregation. This position reports to the Rector.

Responsibilities

- Welcome all newcomers as they enter the church.
- Make follow up contact with every newcomer by the Tuesday after their first visit.
- Maintain a secure spreadsheet of all newcomers with contact information and any ministry notes about them.
- Create individually tailored plans to incorporate newcomers based on their gifts and talents.
- Weekly maintenance of newcomer bags and pew cards.
- Two or three times a year, manage logistics of Get-to-know-Ascension classes.
- Recruit and direct volunteers as needed to assist in the incorporation of newcomers.
- Maintain part of Ascension's website.

Essential skills

- Excellent verbal and written communication skills.
- Enjoys getting to know new people.
- Relationship and network builder.
- Outgoing personality.
- Connects easily with a variety of people.
- Comfortable with using a variety of media – Facebook, Twitter, Instagram, etc.
- Familiar with cloud resources like Google Drive and Dropbox as well as Microsoft Office.
- Knowledge of graphic design to help create roadside banners for special events and seasonal offerings.
- Physical requirements include climbing stairs, walking, and moving and setting up chairs and tables.