

# Team Leader Follow Up Team

## Position Description:

Works in coordination with church staff to oversee all aspects of the Follow Up Team. The Follow Up Team exists to help guests become active, fully connected participants in the church.

## Position Details:

- Position Type: Volunteer
- May Be Filled By: Church Member
- Minimum Maturity Level: Stable, Maturing Christian
- Spiritual Gifts: Administration – Encouragement – Pastor
- Best Personality Traits: Dependable – Consistent – Leader
- Length of Service Commitment: 2 Year Minimum
- Anticipated Time Commitments: 6 – 8 Hours per week, more during special events/worship services.

## Essential Duties & Responsibilities:

- Schedule all members of the Follow Up team as needed for weekly worship services.
- Go through prayer cards collected on Sunday & identify any guests.
- Connect with ministry leaders each Monday to gain all necessary information about guests who may not have completed a prayer card (nursery & kids check in, new contributors, etc.)
- Give all guest information to Follow Up Team Administrator to be entered into spreadsheet or database.
- Scan spreadsheet or database to identify individuals who need to be invited to Next Steps.
- Be able to search data collected to produce reports pertaining to guest retention rates.

## Skill and Experience:

- Must be born again.
- Have strong leadership skills & excellent organizational skills.
- Possess strong communication & interpersonal skills.
- Be able to motivate & inspire team members.