**Administrator**

**Follow Up Team**

**Position Description:**

Works in coordination with the Follow Up Team Leader to enter all relevant guest data into a spreadsheet or database. Coordinates all follow up phone calls & mailings. 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 – Helps
* Best Personality Traits: Organized – Detail Oriented
* Length of Service Commitment: 1 Year Minimum
* Anticipated Time Commitments: 2-3 Hours per week.

**Essential Duties & Responsibilities:**

* Enter all relevant guest data into a spreadsheet or database.
* Distribute phone numbers & basic information to Follow Up Call Team Members, to begin making calls.
* Hand-write & mail personal notes to each guest, encouraging them & inviting them to participate in Next Steps.

**Skill and Experience:**

* Must be born again
* Basic computer skills
* Good typing skills
* Legible handwriting
* Detail Oriented
* Ability to maintain confidentiality