

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