

WEEKEND & GUEST SERVICES COORDINATOR

CORE & ESSENTIAL JOB FUNCTIONS

December 1, 2021

CORE JOB FUNCTIONS

1. Weekend & Guest Services Oversight
 - Model, promote and teach the importance of welcoming and caring for each person interested in and attending Salem Alliance Church services and events, helping them take their next steps in their spiritual journeys and church involvement, and encourage this ethic throughout Salem Alliance.
 - Provides strategic, visionary coordination of Weekend & Guest Services in conjunction with the Next Steps department, and Nations & Neighborhoods team as a whole.
 - Champion leading people to their appropriate “next steps” by facilitating, encouraging, and assisting Director of Next Steps with specific events or programs within ministry area.
 - Manage worship center lobby & welcome center teams, including vision casting, recruiting, scheduling, training, team care, communication and coordination.
 - Manage worship center lobby & welcome center scheduling and details for weekend services including worship service elements (communion, handouts, etc), presence of registration/information tables or presence of different ministry areas, etc.
 - Coordinate with Executive Pastor Emergency Procedures for weekend services & events where Next Steps volunteers/staff are present.
 - Develop, empower and lead key volunteers to oversee specific ministries within Weekend & Guest Services ministries

2. First & Next Steps Coordination
 - Organizes and oversees processes and procedures relevant to visitors and newcomers of the church (e.g., welcome letters, phone calls, next steps integration)
 - Champion bridging connections between those new to the church to deeper life and connection within the Salem Alliance Church family, helping them get to next steps of their faith journey (e.g. house church involvement, serving, baptism, partnership, etc.) (This includes in person and online attendees and inquiries.)
 - Serve as a regular host at Next Steps events for newcomers to Salem Alliance, as created and scheduled. Includes mingling with those in

attendance, answering questions, teaching portions of the curriculum, coordinating event details, etc.

3. Team Volunteer Management

- Develop, organize, oversee and equip staff/volunteer teams serving with Next Steps Ministries (e.g., welcome team (ushers/greeters), welcome center, cross team, holiday & event serve teams)
- Develop, empower and lead key volunteers to oversee specific ministries within connecting ministries
- Schedule volunteers in their specific ministry area and resolve scheduling issues by finding substitutes.
- Recruit, train and maintain a full volunteer team within Next Steps ministries.

4. Cross Team/New Believer Follow-up

- Oversee processes and serve teams that lead, celebrate and connect those making new salvation decisions or recommitments to the next steps in their spiritual journey.
- Manage and coordinate the Cross Team
- Manage all resources needed at cross for those making decisions (team, supplies, followup cards, etc.)
- Create (with Director of Next Steps), manage and implement follow-up system for those who make first time salvation decisions and recommitments to their relationship with Christ. Include initial followup discipleship, connection to appropriate ministry areas, encouragement to baptism, etc.

5. Information & Database Management

- Organizes and oversees ministry programs that assist in connecting newcomers to enter more deeply into the life of the church.
- Manage and organize systems to track and report visitor follow-up (e.g., long term/short term follow-up, email, physical mail)

ESSENTIAL JOB FUNCTIONS

1. Models for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)

2. Effectively tends to his/her soul and actively pursues personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance)
3. Consistently implements “weekend ministry” schedule including Saturday evenings, Sunday mornings, holidays (Christmas/Easter) and rhythm of days off and rest.
4. Consistently attends and participates in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Assists in developing and implementing the Next Steps ministry budget with Director of Next Steps.
6. Work collaboratively with pastors, worship leaders, technicians, office support staff, musicians and artists.
7. Develop, organize and maintain relevant data in TouchPoint database system for an ongoing desire to evaluate the ministry
8. Adheres to Salem Alliance Staff Culture & Values.
9. Bilingual preferred.