



# Evangelism Coordinator

## Job Description

JOB OVERVIEW	
<b>JOB TITLE</b>	Evangelism Coordinator
<b>DEPARTMENT</b>	Evangelism
<b>EMAIL ADDRESS</b>	Epaulpeter@fpchouston.org
<b>JOB GROUP</b>	
<b>REPORTS TO</b>	Asst. Pastor of Outreach
<b>FLSA STATUS/EXEMPTION</b>	Non-Exempt

**MISSION OF THE POSITION**

The Evangelism Coordinator fosters community development and serves as a resource to schedule, plan and execute special events and programs for Evangelism. The primary focus of this position is to meet the hospitality needs of members and guests for these events and to minister to guests who are seeking spiritual growth.

- ESSENTIAL DUTIES**
1. Follow the Evangelism training modules at FPC which focuses on relational evangelism.
  2. Organize Evangelism events with a focus on creating a safe invitational space for visitors to come experience the community. A number of these events happen on weekday evenings and on Saturdays.
  3. Comfortable promoting Evangelism events on social media (especially MeetUp.com).
  4. Plan and manage the event logistics for the events in our Evangelism programs.
  5. Take leadership roles in the Alpha program, which involves being a table facilitator and as needed to lead the Alpha evening experience.
  6. Minister to the seekers who come to the Evangelism events, connecting them to the FPC opportunities and communities.
  7. Complete other tasks and special projects as assigned.
  8. Provide Admin support, managing bills and reimbursements etc.

- ADDITIONAL RESPONSIBILITIES**
1. Work within the framework of established policies and serve as a spokesperson for the church.
  2. Demonstrate commitment to the mission and vision of First Presbyterian Church and the tenets of Christian living, including a Christian testimony.
  3. Available to work a varied schedule that includes evenings, some weekends, Thanksgiving, and Christmas holidays on a rotation basis.
  4. Attend and participate in staff worship and prayer events.
  5. Manage multiple tasks under tight deadlines.

**SUPERVISORY RESPONSIBILITIES**

This position does not include any supervisory responsibilities.

COMPETENCIES		
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Background with Theological Education</li> </ul>	
<b>CERTIFICATIONS &amp; LICENSES</b>	<ul style="list-style-type: none"> <li>• No certifications or licenses are required for the successful completion of the duties and responsibilities of this role.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 1+ years in a related coordinator or administrative role in a church, or para church organizations.</li> <li>• Experience handling sensitive and stressful situations</li> <li>• Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics</li> </ul>	
<b>TALENTS</b>	<ul style="list-style-type: none"> <li>• Professional Maturity</li> <li>• Responsibility</li> <li>• Flexibility</li> <li>• Intelligence</li> <li>• Energetic</li> <li>• Customer Service</li> <li>• Job Knowledge/Technical Knowledge</li> <li>• Interpersonal Communication</li> <li>• Collaboration and Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Manages Change</li> <li>• Problem Solving</li> <li>• Detail Oriented</li> <li>• Organization</li> <li>• Integrity and Respect</li> <li>• Judgment</li> <li>• Quality</li> <li>• Accountability</li> </ul>

EMPLOYEE ACKNOWLEDGMENT	
<p>My signature below acknowledges that I have received, read, and understand this job description and that I am expected to consistently demonstrate the primary job duties, additional responsibilities, and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.</p>	
<hr/> <p>Employee Name (Printed)</p>	
<hr/> <p>Employee Signature</p>	<hr/> <p>Date</p>
<hr/> <p>Manager Signature</p>	<hr/> <p>Date</p>