



5. Outreach Coordinator

- **Core Purpose:** To keep the group outwardly focused by championing a culture of invitation, managing the intentional follow-up of all guests, and building a welcoming environment for newcomers.

Key Responsibilities

- **Champion an Outward Mindset:** Consistently encourage and inspire group members to be personally involved in inviting friends, neighbors, and coworkers to the group.
- **Warm Guest Hospitality:** Partner with the Director and Secretary to ensure every first-time guest feels welcomed, fills out the visitor information, and is introduced to others in the room.
- **Intentional Follow-Up Process:** Coordinate a prompt follow-up with all first-time guests within the week of their visit (via phone call, text, or email) to thank them for coming and answer any questions. Develop a group of people within the Connect Group to assist in the follow-up process.
- **Build a Connection Team:** Enlist a team of group members who commit to sitting with and talking to guests during regular Connect Group meetings, worship services, and church socials.
- **Proactive Outreach Streams:** Track and follow up with recurring visitors, inviting them to officially join the group, and manage any group leads passed down by the church staff.
- **Social Event Integration:** Partner with the Social Coordinator to ensure all recent guests and prospects receive personal, warm invitations to upcoming group hangouts and social events.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **A Culture of Growth:** By keeping the front door of the group wide open and inviting, this role ensures the group maintains the steady numerical growth necessary to make multiplication viable and healthy.