



# GRACE CHURCH JOB DESCRIPTION

<b>Title:</b>	First Impressions Coordinator
<b>Campus / Job Location:</b>	Bath Campus, Ghent Rd.
<b>Time Commitment:</b>	25 hours per week
<b>Classification:</b>	Part-time Salary, Ministerial
<b>Reports to:</b>	Bryan Hoffman, Associate Pastor of First Impressions

**Position Overview-** Under the leadership and direction of the Associate Pastor of First Impressions and oversight of the Director of Integration, the First Impressions Coordinator helps create a welcoming environment where guests feel seen, valued, and connected at Grace Church. This leader equips volunteer teams, oversees guest engagement and Discovery Group logistics, and helps guests take meaningful next steps toward community and involvement. Through hospitality, leadership, and intentional follow-up, the coordinator helps guests experience genuine belonging and the love of Christ from the moment they arrive.

## **Essential Job Functions-**

- **Discovery Group Logistics & Hospitality**
  - Oversee hospitality setup and teardown of Discovery Group at the Ghent location.
  - Ensure Discovery materials are ready and facilitate guest check-in as they arrive.
  - Schedule, recruit, and coordinate Discovery volunteers who serve during Discovery Group.
  - Communication with guests attending Discovery, both pre and post Discovery group.
  - Coordinate guest follow-up after Discovery and facilitate connections to ministry leaders and appropriate staff members to help guests take meaningful next steps.
- **Volunteer Team Oversight & Leadership**
  - Lead, encourage, and coordinate First Impressions and Discovery volunteers during weekend services and special events.
  - Build and develop healthy volunteer teams by recruiting, onboarding, training, and placing volunteers in areas where they can thrive.
  - Equip teams with training, communication, and ongoing encouragement.
  - Recruit and onboard new volunteers to sustain team strength and health.
  - Coordinate volunteer teams on Saturday and Sunday mornings to ensure all positions are filled and volunteers are supported.
- **Hospitality, Environment, and Guest Engagement**
  - Create welcoming, organized, and excellent guest environments throughout all lobby and entry spaces by maintaining thoughtful attention to presentation, warmth, and clarity.
  - Oversee the setup, teardown, presentation, and readiness of hospitality areas, materials, and resources.
  - Create meaningful guest interactions and follow-up pathways, partnering with the Connections Team to encourage deeper engagement and next steps.
- **Administrative Support**
  - Manage volunteer scheduling and clear weekly communication.
  - Maintain organized records of team roles and contact information.
  - Ensure the campus website and mobile app information related to Discovery Group remains accurate and up to date.



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## General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (1 John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord’s money; uses time and resources wisely with the giver’s sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? \_\_\_\_\_

Do you understand the Job Description? \_\_\_\_\_

Can you perform the essential functions of the Job Description with or without reasonable accommodation? \_\_\_\_\_

I have read, understand, and agree with Grace Church’s Statement of Faith. \_\_\_\_\_

I understand this is not an official offer of employment. The formal offer of employment will be extended when a Compensation Agreement \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date