

Board of Outreach

Trinity Lutheran Cares (TLC) Correspondence Coordinator

Mission Statement: The purpose of the Trinity Lutheran Cares ministry is to identify the needs of incoming members and develop strategies to help them feel welcome and part of the family of believers at Trinity. The TLC team also networks with other ministry teams and the church boards to provide opportunities for our new members to develop relationships and make friends, helping them to become assimilated in the congregation according to the following definition:

A person who is assimilated into the Trinity family understands our congregation's mission to reach out and nurture individuals. Assimilated members support that mission through regular church attendance, offerings, and prayers; and continue in Bible study and use of the spiritual gifts God has given them.

Description: The TLC Correspondence Coordinator works as part of the TLC team to help welcome new members of Trinity into the family of believers. The Correspondence Coordinator helps establish and facilitate events to create relationships between "established" and "new" members. The Correspondence Coordinator is also responsible for sending invitations and cards associated with TLC events.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Energetic
- Creative
- Friendly
- Organized
- Excellent communication skills

Responsibilities:

1. Welcome new members to the congregation through various means of communication within the first year of membership at Trinity.
 - a. Make regular visits to Bible Information Class to meet potential new members, and when possible, greet them and introduce them to established members of Trinity during Sunday morning coffee fellowship.
 - b. Meet monthly with Outreach Minister to learn about incoming members.
 - c. Send welcome cards to new members, approximately every 2–3 months depending on activity.
 - d. Send thank you cards to volunteers and/or donors for time and/or materials used in quarterly events.
2. Facilitate quarterly fellowship events to encourage relationships between new and established members.
 - a. Work with the TLC team and other church members to plan and carry out fellowship events.
 - b. Remain within the TLC budget.

Time Commitment:

- 3 – 5 hours per month; additional personal time may be required, depending on duties assumed by the individual
- 2-year term; terms are staggered between new and remaining TLC Team members

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Relationships: The TLC Correspondence Coordinator works closely with the rest of the TLC team, which currently consists of four members, two “established” and two “relatively new” members of Trinity. The TLC team works with the Outreach Minister and reports to the Board of Outreach.

Training: Incoming TLC team members will be guided by the team members who remain. Information will be available to aid in the transition between the “old team” and the “new team.” The new team should feel comfortable creating and adding to that information.