

Bellingham Friends Meeting Outreach and Welcoming Coordinator

Purpose: The Outreach and Welcoming Coordinator works to make the Bellingham Friends Meeting welcoming, informative, and visible to all in our community.

Specific responsibilities include:

1. Providing new nametags as needed for regular attenders.
2. Assuring a steady supply of Welcome Cards for new attenders and following up on the information and inquiries received on those cards.
3. Organizing newcomer welcoming potlucks.
4. Developing guidelines for the Greeter role, training new Greeters, and maintaining materials in the Greeter portfolio.
5. Collecting and compiling data on attendance from the Greeter portfolio, and making the information available to the Meeting's State of Society report.
6. Making reports to Meeting for Worship for Business as needed.
7. Organizing Community Outreach as the Meeting discerns is appropriate, such as tabling at the WWU Student Information Fair, the International Day of Peace celebration, the Human Rights Film Festival, and/or Indivisible Bellingham events.
8. Maintaining supply of publications of special interest to newcomers, and updating them as needed, in consultation with Worship and Ministry when needed..

If the discernment of a committee is desired by the coordinator, the coordinator may choose to bring the concern to either Worship and Ministry or Pastoral Care, depending on the nature of the concern and which committee's responsibilities most closely bear upon it.

Term: 2 years

Job description approved June 2019, reviewed 2020