

YOUTH GUEST FOLLOW-UP ASSISTANT

The youth guest follow-up assistant will follow-up every teenage guest who visits a youth class or activity. This involves phone calls, visits and cards to make the guests feel welcome and cared for.

Ministry Area/Department	Youth
Position	Youth guest follow-up assistant
Accountable To	Youth outreach director
Ministry Target	Teen guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Evangelism
Talents or Abilities Desired	Accessible by telephone • Means of transportation • Able to write and mail brief notes and cards • Good role model • No criminal record
Best Personality Traits	Dependable-analyst • Friendly • Compassionate
Passion For	Influencing people for Christ and the church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Contact all teenage guests who have attended a youth class or activity.
2. Extend a warm welcome, a hand of fellowship, a note of appreciation or encouragement with the goal of helping the guest feel welcome and influencing him or her to visit again and become committed to Christ and the church.
 - a. Phone within 24 hours of visiting class, service or activity. Ask if all right to schedule a brief visit.
 - b. Visit guests within a week after request or approval. Plan to keep the visit brief, unless the guest asks you to stay longer. Always have someone else visit with you—perhaps someone with the gift of evangelism. *Do not go alone.* Plan to tell about the church and youth ministry and upcoming activities. Be prepared to pray for special requests from the guest and to provide spiritual direction if the opportunity arises.
 - c. Send a card saying “appreciated your visit with us and welcome you to join us again” or “enjoyed visiting with you and hope you’ll be able to join us.”