



*Living God's Word,  
Sharing God's Love*

## **DETAILED MINISTRY DESCRIPTION**

### ***Attendance Coordinator***

#### ***Title***

Attendance Coordinator

#### ***Purpose***

The attendance coordinator collects attendance information from worship services, Christian education programs, and other ministries of the church, and processes that information so it can be used to enhance the church's ministries and personal touch with all who enter our doors.

#### ***Responsible to***

Pastoral Staff, Church Office Manager, and/or Hospitality Services Coordinator.

#### ***Description of duties***

- Take or collect attendance records of weekend church services, including head counts by ushers, completed pew cards, etc.
- Collect attendance records of all Sunday school classes.
- Enroll/enter into church database the names, addresses, phone numbers, and other information of new church visitors; track repeated visits.
- Provide names and contact information of visitors for follow-up calls or contact by visitation committee.
- Generate reports based on attendance records, including weekly attendance numbers, updated alphabetical lists for church staff use, visitors and new members, etc.
- Create updated class lists for teachers in Sunday school classes.
- Create simple financial reports and general comparisons between giving and attendance, in cooperation with church treasurer, accountant, and/or bookkeeper.
- Provide basic information to various ministries for photocopying counts, etc.; for example, provide total worship service attendance to bulletin coordinator to determine numbers of bulletins to print from week to week; provide Sunday school attendance figures by age levels to Sunday school superintendent and/or Christian education director for curriculum ordering.
- Operate a personal computer and related equipment (such as printer and scanner).
- Utilize software for word processing, database management, and spreadsheets; use software to create necessary reports, correspondence, and other forms with accuracy and attention to detail.
- Operate other office equipment, including photocopier, fax machine, and calculator.

#### ***Budget Responsibilities***

This position has no budget responsibility.

### ***Time requirements***

1 to 1 ½ hours per week.

### ***Term***

Ideally, for continuity in this area of ministry, the attendance coordinator will serve for at least two years, with the option of serving for an indefinite series of one-year terms thereafter.

### ***Training and resources***

- Work alongside previous attendance coordinator for several weeks.

### ***Background Check***

Required for this position.

### ***Qualifications, skills, and gifts***

- Personal and growing relationship with Jesus.
- Good communication and organizational skills.
- Knowledge of principles and procedures of record-keeping.
- Able to perform services independently and without direct supervision.
- Ability to communicate clearly and concisely, both orally and in writing.
- Skills to create and maintain record-keeping and filing systems.
- Computer and software knowledge.
- Good “people” skills for relating to senior pastor, pastoral staff, co-workers and other volunteers, extended church staff, church members, and the general public.
- Possess one or more of the following Spiritual Gifts:
  - Administration (D)
  - Helps (D)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

Satisfaction that you are providing valuable information about who is attending the church, gathering, and disseminating information that will meet the needs of individuals visiting and attending the church, and enhancing the effectiveness and efficiency of the church’s ministry by assembling and reporting attendance information.