SCHWEITZER CHURCH
Job Description

- **Name & Title: Connections Director**
- **Supervisor: Pastor of Discipleship & Care**
- **Hourly/Salary: 15-20 hours per week**

Position Overview:

Shepherds Schweitzer Church's mission of transforming lives by making disciples of Jesus Christ by planning and coordinating a hospitable and energizing experience so guests become connected.

General Staff Requirements

- **Faith & Alignment: Devoted follower of Jesus Christ committed to continual spiritual growth, supportive of Wesleyan theology, and a member (or willing to become a member) fulfilling the covenant of prayers, presence, gifts, service, and witness.**
- **Leadership & Teamwork: Shows and earns respect, works harmoniously with peers and congregants, and leads boldly to achieve results.**
- **Staff Development: Able to identify, recruit, equip, and lead both paid and unpaid staff to excel.**
- **Professional Standards: Safe Practices certified, maintains strict confidentiality, seeks continual improvement, and demonstrates strong communication skills (verbal, written, electronic, and listening).**

Essential Duties & Responsibilities

- **Event coordination for all churchwide events, organizing hospitality & catering**
- **Recruit, empower, and care for the Hospitality team**
- **Coordinate supplies and volunteers for the Info Table team**
- **Budget preparation**

Signatures & Acknowledgement

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Position Title **Date**

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Supervisor Signature **Date**