

Connections Coordinator

<INSERT CHURCH NAME HERE>, <INSERT LOCATION HERE>

Reports to: Executive Pastor (or Connections Pastor)

Supervisory role: No

Classification: Regular / Full time

<INSERT CHURCH NAME HERE> wants to make a lasting difference in your life, in our community, and in the world. <INSERT CHURCH NAME HERE> exists to <INSERT CHURCH MISSION STATEMENT HERE>. That's how we're able to make a difference, and it's what motivates everything we do.

Job Summary

The Connections Coordinator plays a vital role in fostering a welcoming and inclusive environment within the <INSERT CHURCH NAME HERE> community. This position is responsible for overseeing and facilitating various aspects of guest services, volunteer engagement, and member integration. The Connections Coordinator works closely with church members, volunteers, and staff to ensure that individuals feel connected, valued, and supported as they navigate their journey within the church.

As a member of the <INSERT CHURCH NAME HERE> team, the Connections Coordinator must...

- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle. Conduct themselves on and off the job in such a way as to honor Jesus, demonstrative of spiritual leadership and a positive representative of <INSERT CHURCH NAME HERE>
- Share in the continued mission of Jesus by consistently ministering (through the power of the Holy Spirit) God's presence, love, truth, and power to all those encountered. Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship.
- Possess the ability to communicate, support and fulfill <INSERT CHURCH NAME HERE> mission, vision, core values, purposes and goals while working cooperatively and respectfully with other staff, leaders, volunteers and the congregation.

- Agree to the **<INSERT CHURCH NAME HERE>** Statement of Faith, without stipulation or contingency.

Duties and Responsibilities

Guest Services:

- Develop and implement strategies to create a warm and welcoming environment for all guests attending church services and events.
- Coordinate the recruitment, training, and scheduling of volunteers for greeter teams, ushers, and hospitality services.
- Assist in the design and implementation of systems to capture guest information and follow-up procedures.
- Communicate effectively with guests, providing information, answering questions, and resolving any concerns.

Volunteer Engagement:

- Recruit, train, and manage volunteers for various ministry areas, ensuring their skills and passions align with the church's needs.
- Regularly communicate with volunteers, expressing appreciation and providing ongoing support and guidance.
- Develop and implement strategies to increase volunteer retention and satisfaction.
- Identify and implement opportunities for volunteers to grow in their faith and develop their leadership skills.

Engagement:

- Develop and oversee processes to connect people into the church community, helping them take their next step in their spiritual journey.
- Coordinate and facilitate "New to **<INSERT CHURCH NAME HERE>**" sessions and other connection events.
- Connect people with appropriate ministries, small groups, and mentorship opportunities based on their interests and spiritual gifts.
- Provide pastoral care and support to individuals and families, connecting them with resources and services as needed.

Event Coordination:

- Collaborate with various ministries to plan and execute church-wide events, including social gatherings, workshops, and outreach activities.
- Coordinate event logistics, such as venue selection, scheduling, promotion, and volunteer coordination.
- Ensure a seamless and positive experience for attendees by providing clear instructions, information, and support.

Communication and Follow-Up:

- Maintain effective communication channels with guests, volunteers, and members, utilizing various platforms (e.g., email, social media, website).
- Follow up with guests and new members to express appreciation, answer questions, and provide further assistance.
- Collect and analyze data related to guest attendance, membership, and volunteer engagement, providing regular reports to church leadership.

Qualifications

- A genuine passion for connecting people and helping them feel welcome and valued within a church community.
- Strong interpersonal and communication skills, with the ability to build relationships with individuals from diverse backgrounds.
- Excellent organizational and administrative abilities, with a keen attention to detail.
- Previous experience in volunteer management, event coordination, or customer service is highly desirable.
- Familiarity with church programs, ministries, and the ability to align individuals with appropriate opportunities for involvement.
- Proficiency in using various communication and data management tools, including email, social media, and database systems.
- Flexibility to work evenings and weekends as required by church events and services.

Education

- Associates degree in a relevant field or equivalent experience.

Working Conditions and Requirements

This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance. The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 50 pounds on occasion.

Every staff member - paid or unpaid is a minister, and is expected to fully engage in the ministry of **<INSERT CHURCH NAME HERE>**.