

Coordinator of Connections Ministries

- Position:** Oversees Welcome and Connection ministries
- Status:** Part-time (5- 7 hrs/week)
- Reports to:** Senior Pastor
- Purpose:** Oversee congregational efforts to welcome and follow-up with guests, encourage all attenders towards membership and help all move forward in a journey of serving, growing and connecting.

Duties & Responsibilities
Guest Connection <ul style="list-style-type: none">• Oversee Guest - Attender process (Office Administrator completes all data retrieval and input)• Continue follow-up with "Attender" households, building relationship and encouraging steps toward membership and a growing relationship with Christ.• Organize Meet the Pastors, Parent Connect and New Member Gatherings and assure New Member follow-up and involvement occurs
Membership Involvement <ul style="list-style-type: none">• Lead an annual Serve, Grow, Connect process inviting adults to find their "Worship + 1" (or more!) connection.• Assure that Spiritual Gifts, Skills, Interests and Occupations are being captured from multiple sources (Faithland, Preschool, New Member Gathering, etc.) and documented in PCO
Support to other staff <ul style="list-style-type: none">• Be a resource for staff and ministry leaders when they are seeking people to lead or serve in ministry• Provide training, resources, and guidance to assist leaders in inviting people into ministry.
Other responsibilities as delegated by Senior Pastor

Competencies Required:

- Strong personal faith in Jesus Christ
- Exhibit a positive, can-do attitude and a willingness to work in a team setting with other LOC staff and volunteers.
- Be a warm and approachable person with good phone skills.
- Handle confidential information with care.
- Have a passion for seeing people use their gifts to connect in the church.
- Possess basic computer literacy, including ability to work in Microsoft Word and Powerpoint.

Updated: October 2024