Job Description – Connections Coordinator

## Ministry Philosophy

## Hope Church has a singular focus–helping people connect with God. We believe Jesus charged us to do this in the Great Commission (Matthew 28:19-20).

**The Role**

The person in this role is tasked with ensuring that Hope Church is a welcoming, friendly church where people are noticed when they are new and assisted in getting connected in community. You will help create a culture among our host teams where every member of the team is super-attentive and on the lookout for newcomers – ready to assist and direct them as well as connect them with appropriate staff and other church attendees so they can quickly get connected in community. While we want everyone coming to Hope Church to receive a friendly welcome, we especially want to help those who are checking out Hope Church for the first time. First impressions are everything – we want to make a good one!

## Job Qualifications

* Character
  + Love for people and desire to help them connect with God and our church community.
  + Solid walk with Christ.
  + A teachable spirit with a desire to continuously improve.
* Gifting & Skills
  + Strong relationship skills – ability to proactively connect with new people in a friendly, welcoming, helpful way.
  + Gifts of hospitality, service, and leadership are helpful.
  + Organizational skills to plan campus activities and events as part of a team.
* Experience/Education
  + Event planning is a plus.
  + Experience working with volunteers and building teams.

## Job Duties & Expectations

* Regular tasks
  + Constantly have an eye on the first impression we’re making to guests – have high expectations for consistently covering all of the possible connection points, creating an easy experience for a first time guest.
  + Weekly communication with volunteers to coordinate team coverage for weekend services.
  + Help coordinate guest follow up.
  + Manage church prayer requests for weekly staff meetings and Prayer Team.
  + Other job duties as assigned to grow Campus Connections.
* People
  + Ability to recruit, equip and support volunteers.
  + Manage, support and direct serving teams.
  + Build host teams that have a sense of camaraderie and mission – teams that are self-led where team members feel they are part of something and excited about welcoming and connecting first time guests.
  + Identify and mentor key lay leaders – pour into them so they can grow in their ability to pour into others.
* Organizational
  + Provide input to and be conscious of the annual budget for ministry areas.
  + Actively participate in weekly department meetings – not only representing this ministry area, but giving input to help the overall church continuously improve.

## Reports To

Pastor of Life Groups and Connections

## Average Hours

10-15 hours/week