

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Connections Coordinator
- **Staff Grade:** Full-time Salaried (40 hours per week), Exempt
- **Accountability:** Executive Pastor of Discipleship
- **Ministry/Dept.:** Connections

Summary of Position:

The Connections Coordinator is responsible for welcoming and engaging guests and regular attenders by connecting them to opportunities and events that assist them in becoming connected and growing members of Faithbridge, as well as providing general administrative support to the Connections team. The Connections Team consists of the Executive Pastor of Discipleship, the Director of First Impressions and the Connections Coordinator.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Connections Team. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

1. Demonstrate initiative by bringing ideas, creative solutions and innovations to connect with people inside and outside the walls of Faithbridge according to the Connection Team mission and greater mission of Faithbridge.
2. Appropriately use collaborative problem-solving skills to overcome obstacles.
3. Initiate outreach phone calls, personal notes, and occasional coffee style discovery meetings to discover guests, members, those who are not connected anywhere within the church body as well as those who have been missed.
4. Assist in connecting the unconnected by discerning their needs, both perceived and spoken.
5. Work together with other ministries to accommodate our attenders with whatever they may need.
6. Assist Director in recruiting high-level volunteers for leadership positions within Connections Host, Partners, and Event Team
7. Serve as a Ministry Guide and Next Step coach (as well as coordinate these teams).
8. Event Logistics Coordinator for the following:
 - a. Fajitas and Faithbridge First-time Visitor (FTV) Events- Recruit next step coaches, coordinate and order food, decorations, copies, signage, registration links, pre and post event communication and follow-up after the event, and event statistics.
 - b. New Member Celebrations-Plan, coordinate and execute all aspects of event including registrations, communications, signage, food, supplies, and pre and post event statistics, covenants, and mailings.

- c. Baptism- Plan, coordinate and execute all aspects of event including coordinating host homes, registrations, communications, signage, food, supplies, and pre and post event statistics, point person for the event, admin-paperwork, creation of certificates, uploading all information person profile in the Rock.
9. Administrative work as needed, keeping database and storage drive up to date with information on visitors, regular attenders, and members.
10. Managing Statistic Dashboard and running different demographic reports with incoming data, as needed.
11. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.
12. Updating Connections Process Book as needed

Skills and Educational Requirements:

- ◆ Can converse easily and comfortably with people of all ages, temperaments, and stages of their Christian walk.
- ◆ Have an enthusiasm and excitement about meeting people where they are with the end goal always in mind of helping them grow in their Christian walk.
- ◆ Ability to discern both spoken and unspoken needs in others.
- ◆ Ability to communicate effectively both verbally and in writing.
- ◆ Computer literacy including proficiency in standard Microsoft Office tools (Word, Excel, Outlook, Teams).
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Some college credits preferred.

Organization Relationship:

This position shall be directly accountable to the Executive Pastor of Discipleship. This position will have contact with church attendees, paid staff, and volunteers.

Working Conditions:

This is a salary and full-time position (approximately 40 hours per week), with a regular weekly in-person schedule determined with the Executive Pastor of Discipleship, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large

all-Faithbridge campus events will be required, including Christmas Eve and Easter. Continuing education including spiritual formation as directed by supervisor, including one conference per year.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of mercy, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name