** *Connections Coordinator***

***Position Description***

**Church Mission Statement:**

*Making disciples of Jesus Christ by inspiring and equipping believers through the Word of God to reflect Jesus’ heart and mission where we live, work, and play*

**Basic Goals for this position:**

* Be a conduit for connections and involvement at FCC
* Provide administrative assistance to the Connections process at FCC
* Ensure the office is staffed in the afternoons

**Qualifications for this position:**

* Give evidence of a life that continues to be changed by the grace of Jesus Christ.
* Possess excellent people skills and an energetic, positive personality.
* Display strong organizational abilities.
* Possess basic skills in Microsoft Excel and Microsoft Word.
* Exude a commitment to personal outreach in daily life that others can model.

**Duties & Areas of Oversight**

* Staff the office from 1-5 pm, Monday through Friday (greeting people who come in, answering the phone, taking messages, communicating messages to staff and other leaders, assisting staff with any basic office equipment needs)
* Utilize office time to have in-person meetings with people (especially those coming out of Next Steps) to assist them in finding places to connect, serve, and grow
* Oversee the development of connections promotional materials
* Oversee the print production of curriculum for the Connections Classes
* Directly communicate with and meet with people coming out of Next Steps in order to connect them to ministry teams and life groups
* Follow up with ministry team leaders and life group leaders to ensure connections are occurring
* Communicate with ministry leaders regarding areas where volunteers are needed
* Maintain records of all Connection Class attendees and potential attendees
* Send monthly Connection Class data to Lead Minister for Elders Meeting report
* Run a system of invitations and follow-ups for Connections Classes
* Follow up with people interested in attending Connections Classes
* Ensure that Connections Classes are promoted through church-wide communication
* Ensure each Connection Class is fully ready to occur:
  + Order food
  + Set up the classrooms with adequate tables and chairs
  + Prepare nametags and table top signs
  + Prepare all class paperwork, curriculum, white board, and supplies, and position them in the classroom
  + Connect with all volunteers: food pick up and set up, tech, childcare, instructors, class assistants
  + Send reminders to all class registrants
* Enter spiritual gifts information into people’s profiles on church database
* vehicles with the assistance of the Office Coordinator
* Process baptisms and new members using the New Member checklist
* Communicate with the Life Groups leader regularly about how to connect more people into Life Groups
* Attend Monday all-staff meetings (will likely require an adjustment in work hours)

**General Expectations:**

* Be growing as a personal worshipper by spending time in prayer and in God’s Word on a daily basis.
* Attend one of the adult worship services each Sunday.
* Be involved in personal discipleship through a Life Group.
* Meet regularly with the Lead Minister for mutual encouragement and ongoing discussion of visionary goals.
* Adhere to the First Christian Church Employee Handbook for matters of workplace conduct.

**Accountability**

All staff members at First Christian Church are accountable to God and must answer to God for their personal conduct and ministerial performance. The Connections Assistant is also accountable to the Lead Minister regarding regular day-to-day duties and responsibilities, and to the Elders on an overall basis.

**Classification:** Part-time position, 20 hours per week

**Compensation:** $14/hour