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).

**Job Description**

You will be tasked with ensuring that Hope Church is a welcoming, friendly church where people are noticed. If they are new they should be assisted by a team member in welcoming them and getting connected with the appropriate staff and other church attendees so they feel they are part of the community. You will help create a culture among our host teams and train them to be warm and inviting. 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.
  + Solid walk with Christ.
  + A teachable spirit with a desire to continuously improve.
* Gifting & Skills
  + Strong relationship skills.
  + Gifts of hospitality, service, and leadership are helpful.
* Experience/Education
  + Managerial skills 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.
  + Manage Weekly communication with volunteers to coordinate team coverage for each weekend.
  + Help coordinate guest follow up.
  + Other job duties as assigned.
* People
  + Recruit, train and equip volunteers. Maintain & Support your hosting teams.
  + Build host teams that have a sense of camaraderie and mission.
  + 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 staff 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

## Pay

$14-$16/hr