



Position Title:	Connect Coordinator
Hours/week:	40+ (full-time)
Reports To:	Campus Pastor
Classification:	salaried/non-exempt
Pay Range:	\$43,000 - \$50,000, depending on experience
Benefits:	Medical/dental/vision and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

- Weekends
 1. Greets and assists attenders and guests in a welcoming manner
 2. Oversees campus Connect Central (CC), usher and greeters setting the tone for Extravagant Hospitality
 - a. Guides, motivates and cares for Ministry Partner (MP) leads and MPs during weekend services and team huddles
 - b. Consistently provides appropriate training and communication
 3. Assists in hosting Woodmen Welcome (WW)
 - a. Records WW guest attendance in database and notes any follow-up needed
 - b. Follows specific direction from the campus pastor
- Weekdays
 1. Oversight and care for new attenders
 - a. Shepherds congregants through active listening, praying with them or guiding them toward another staff member who can better assist with their needs
 - b. Follows up in one-on-one meetings during the week as needed
 - c. Pursues One Another opportunities and directed by the campus pastor
 2. Initiates the New Guest Process (NGP)
 - a. Captures and records accurate data about guests in database
 - b. Sends current and timely welcome email with resources to guests, answering specific questions they may have asked
 - c. Communicates with campus pastor about mailing personalized cards
 - d. Sends timely and detailed information to connect callers
 3. Recruits, onboards, equips and cares for MPs
 - a. Shows appreciation to MPs through One Another meetings, cards, gifts or events, as needed
 - b. Updates serving team rosters as MPs join/leave the team, making notes in the MP's database profile
 - c. Evaluates when someone is equipped to lead a serving team and facilitates the commissioning process when needed
 - d. Oversees ushers, greeters, connect callers, CC MPs and ensures responsibilities are schedule and accounted for
 4. Maintains appearance of CC to foster a hospitable environment, including but not limited to ensuring all iPads are charged, information cards are current and stocked and the area is tidied before/after weekend services; coordinates the assembling and stocking of welcome gifts for new guests
 5. Actively participates in campus meetings and events
 - a. supports campus initiatives
 - b. willing and able to perform other duties as assigned to support local campus ministry

- 6. Manages campus Connect budget and expenses
- Connect Groups
 1. Oversees Connect Group ministry seeking to connect new attenders to Christ and others
 - a. Reviews and evaluates Connect Group participation
 - b. Ensures opportunity and variety for participation
 2. Recruits and oversees Connect Group Leader MPs
 - a. Identifies and trains new Connect Group Leaders
 - b. Follows up and assists Connect Group Leaders as needed
 3. Ensures Campus Connect Group webpage is current and accurate
- Central
 1. Mentors Connect School of Ministry Residents and Summer Interns as needed
 2. Attends and actively participates in central meetings and events
 3. Pursues MAP goals in collaboration with the Connect Team
- Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Is vivacious with an outgoing personality; loves meeting people and helping them
4. Is gifted in the areas of administration, organization, helps and hospitality
5. Has experience leading teams; able to delegate in a firm yet friendly manner
6. Has excellent written/verbal communication skills; able to effectively communicate to both groups and one-on-one
7. Ability to handle concurrent priorities and see that all are successfully accomplished
8. Maintains confidentiality of internal and external situations
9. Has proficiency in use of general office equipment and Mac office platforms
10. Ability to attend 40-42 weekend services per year
11. Reliable transportation to travel between campuses, as needed
12. Ability to lift up to 40 lbs.