

DIRECTOR OF CONNECTIONS

JOB DESCRIPTION

**Job Summary:**  Manage and coordinate the Adult Discipleship and Welcome Ministries.

**Supervisor:** Director of Congregational Care

**Status:** Full-time exempt position

**General Description:** Works under the direction of the Director of Congregational Care to develop and maintain a culture of connection through an assimilation process of welcoming, educating, and eventually incorporating guests into the groups and ministries of Crossroads. Managing and educating the congregation on growing their discipleship through small groups and serving. To effectively recruit, lead and inspire welcome ministry volunteer teams to minister to guests and members through dynamic, engaging and radical hospitality.

**Essential Skills:**

* Administration and leadership experience.
* Must understand the importance of connecting people to Grow Groups and serving opportunities.
* Ability to communicate well with Discipleship Team members, Welcome Team members, and church attendees.
* Joyfully initiates and engages conversation with others, especially those who are new.
* Ability to maintain relationships with staff, pastors, team members and church attendees.
* Hospitality experience.
* Computer skills, including basic knowledge of Microsoft Suite Tools.
* Organizational skills.
* Ability to work independently as well as with a team.
* Self-motivation.
* Preferred Bachelor’s degree.

**Essential Tasks:**

1. **Oversee Adult Discipleship development:**
* Coordinate small groups (Grow Groups). Involves making monthly contact with group leaders, recruiting, leading and training the leaders.
* Set up and implement a plan for Grow Groups.
* Helping with group study opportunities and materials, including review of study materials.
* Coordinate the preparation of the discussion guides for sermon notes and email to the Grow Groups.
* Coordinate facility needs with Facilities Manager for Grow Groups, Sunday morning classes, and other studies.
* Connect with families and individuals who have questions about Crossroads ministries and desire connections.
* Coordinate families and individuals for baptism and membership.
* Coordinate and prepare necessary materials for pre-meeting requirements and assimilating the membership classes with presenting pastor(s).
* Utilize the services of the Administrative Assistant and facilities staff, which are consistent with their Position Descriptions.
* Works with Administrative Assistant for entry of new guest contact information in Subsplash. Enters congregation members information in Subsplash as received including membership information.
* Other duties as assigned by your supervisor.

**2. Oversee the operations of the Welcoming Ministries of Crossroads:**

* Ministries include but not limited to: greeters, ushers, valets, communion servers, welcome team, welcome desk, Café 309, coffee and donut, and parking lot volunteers.
* Be available before and after all worship services to greet both guests and members and answer questions, manage volunteer teams, and provide information and assistance as needed.
* Maintain scheduling system for Sunday volunteers including communicating with the volunteers.
* Actively recruit and train volunteers for all the welcome ministries.
* Ensure that guests and prospective new members are connected and able to access current information regarding ministries in a variety of ways.
* Occasionally invest in continuing education and best practice research and networking to stay with changes in Welcome ministry.
* Utilize the services of the Administrative Assistant and facilities staff, which are consistent with their Position Descriptions.

**Required Meetings:**

* Twice monthly staff meetings.
* Weekly meetings with Director of Congregational Care.
* Monthly Church Council, Welcome Team, and Discipleship Team evening meetings.
* Other meetings as scheduled and pertinent to the job description.

**Hours and Schedule:**

* Be available before and after all worship service.
* Comprehensive Benefits package for full-time position.
* Sunday morning worship services is a priority; therefore, start time is 7:30 am and end time is based on any additional scheduled activities.
* Full time hours working Sunday through Thursday. Days off each week are Friday/Saturday. There may be times when required to work these days and any church holiday depending on their responsibility and the needs of the ministry.