



Connections Director

GENERAL DESCRIPTION

The Connections Director plays a critical role in our mission to **glorify God by making disciples who make big deal of Jesus where we live, learn, work, and play** by helping to make Southbrook a welcoming church, and by helping people connect to the life of the church. They are relationally driven, administratively gifted and able to juggle multiple priorities. This is a full-time, salaried position.

PERSONAL QUALIFICATIONS

Education

- Minimum of a Bachelor's degree in a related field and four years of ministry experience, OR equivalent ministry experience

Experience

- Establishing connections/relationships
- Developing and leading volunteer teams
- Implementing systems and processes
- Independently accomplishing tasks with limited direction

Spiritual Life

- Models Christ-likeness, both inside and outside of formal ministry
- Exhibits a heart of compassion, dependability/responsibility, and is a servant leader
- Above reproach both personally and socially

Spiritual Gifts – a strong combination of many or all of the following:

- Leadership
- Hospitality
- Administration
- Exhortation
- Serving

Skills – a strong combination of many or all of the following:

- Highly relational: ability to lead and motivate people relationally
- Administrative: able to think through and manage details
- Mentoring: able to develop and lead individuals and teams
- Collaborative: committed to a team approach to ministry
- Communication: able to clearly express ideas with passion and grace
- Computer skills: proficient in a range of ministry-related applications

Passion/Calling

- Passion to make disciples of Jesus (*reach non-believers; grow believers; equip others to do the same*)
- Heart to develop and empower leaders to do ministry
- Desire to serve and support the broader mission of the church
- Commitment to lead from a strong Biblical, theological framework

SPECIFIC ASSIGNMENTS/DUTIES

Welcome Team

- Develop and lead volunteer teams (New Guest Tent, New Guest Hosts, Greeters/Ushers, Café)
- Actively pursue team members for the purposes of equipping, encouragement and discipleship
- Develop and maintain Welcome Team systems, processes and expectations
- Ensure that worship, volunteer and gathering spaces are ready and welcoming each week
- Serve as Welcome Team representative on the Worship Planning Team

New Guests

- Actively pursue new guests with a view to helping them make other connections
- Develop and maintain New Guest follow-up systems, processes and expectations
- Evaluate effectiveness, report on outcomes and implement improvements

Volunteerism

- Partner with ministry leaders to understand and communicate volunteer opportunities
- Manage volunteer onboarding (applications, background checks, references)
- Develop and maintain Volunteerism systems, processes and expectations
- Evaluate effectiveness, report on outcomes and implement improvements
- Lead church-wide volunteer recruitment and appreciation initiatives

Event Support

- Coordinate, maintain and communicate the master event calendar
- Come alongside ministry leaders to help ensure their events are well planned and well executed
- Ensure that all resources needed by ministry leaders to execute their events are provided (e.g. food, drinks, tables, chairs, tablecloths, hospitality supplies, décor, childcare)
- Develop and maintain event planning systems, processes and expectations
- Serve as staff point person for childcare coordination
- Serve as staff point person for facilities use by external entities

GENERAL ASSIGNMENTS/RELATIONSHIPS

1. Attend weekly staff meetings
2. Serve as a member of the Operations Leadership Team (OLT)
3. Attend all-staff events, including Easter and Christmas services
4. Meet regularly with key staff and volunteers
5. Serve the overall team when necessary
6. Develop and manage the annual Connections budget
7. Reports to OLT Lead