



Christ Community Church Job Description

Job Title: Connections Coordinator

FLSA Status: Full-Time, Exempt

Days/Hours: Minimum of 40 hours per week. Days and times may vary and are established based on the needs of the ministry and are at the discretion of the Discipleship Pastor.

Weekend Responsibilities: This position has regular weekend duties and responsibilities and those are to be communicated in advance by the Discipleship Pastor.

Reports To: Discipleship Pastor

MINISTRY PURPOSE: This position will oversee the development and execution of discipleship pathways for the faith formation of members and attenders while shepherding them along the pathway to become disciples who make disciples in support of our mission of “Helping All People Find Freedom in Following Jesus.”

MINISTRY QUALIFICATIONS:

Character:

- A mature follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 “...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness.”
- Understand and embrace CCC’s Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that enables and encourages effective collaboration and communication among ministry leaders, support staff, and volunteers.
- Advance CCC’s culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Possess a passion, commitment, and experience in living as a disciple who makes disciples, and equipping others to do the same.

- Ability to develop and implement practical strategies ensuring first-time guests feel welcomed into our community.
- Ability to evaluate current processes and take initiative to create and implement new processes that help facilitate connection, growth, and disciple-making.
- Possess a strategic mindset and the ability to respond and react to unforeseen situations in an appropriate manner.
- Proven project management and organizational skills.
- Take ownership and initiative of job responsibilities while working independently without constant supervision.
- Be a life-long learner who continues to seek ways to increase and improve ministry effectiveness, innovation, and creativity.
- Proficiency across multiple technology platforms for community engagement.
- Excellent verbal, written, and interpersonal communication skills.
- Exceptional degree of discernment, judgment, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others, and able to relate to a diverse group of leaders and styles of leadership.
- Commit to being respectful and considerate of others by treating them with love, appreciation, patience, and understanding.
- Demonstrate optimism by believing the best before assuming the worst.
- Take the initiative to resolve relational conflicts while quickly extending and receiving forgiveness.
- Able to work in collaboration with people of varying perspectives to achieve common goals while advancing harmony and love.
- Demonstrate self-awareness by being aware and mindful of how actions, feelings, and opinions affect others.

Job Responsibilities:

First- Impressions Ambassador

- Serve as the guest liaison by welcoming and connecting with newcomers and individuals seeking information, helping them feel welcomed and moving toward being integrated into the church community, and assisting them to discover their best next step on the discipleship pathway.
- Be a friendly face and welcoming presence, answer questions, and connect guests to relevant resources and/or ministries.
- Oversee communication and timely follow-up from the *Connections Card* and *Ready to Serve* interest form via Planning Center Online (PCO) workflow.
- Collaborate with the Discipleship Pastor on a weekly basis to discuss “next steps” for guests and those who inquire about involvement.

- Perform other related duties as assigned by the Discipleship Pastor.

Welcome Teams Shepherd

- Show appreciation and encouragement to Welcome Team Leads and Team Members who have chosen to give of their time and talents to serve.
- Assist Welcome Team Leads in the recruitment, training, and strengthening of the Welcome Teams by engaging with ready-to-serve inquiries and ensuring they are getting connected to their “best-fit” volunteer team.
- Ensure the operations of each Welcome Team is in alignment with CCC’s mission, vision, and values.
- Ensure Team Leads keep their ministry areas clean, organized, and well stocked.
- Keep Connections Desk, Coffee Bar, and other Welcome Team supplies in stock, and re-order when necessary, including First-Time Guest gift bags.
- Order and maintain communion supplies and prepare communion elements the weeks communion is scheduled.
- Assist Welcome Team Leads with scheduling and ensure the Welcome Teams have adequate coverage each week and for every service.
- Be responsible for Sunday’s Welcome Teams Huddle ensuring someone is assigned to lead the devotion, prayer time, and make any necessary announcements.
- Collect and record weekly attendance for Welcome Team Volunteers in PCO.
- Serve as the primary communicator to Welcome Team Leads when there is relevant and time-sensitive information to be shared.
- Return emails from Welcome Team Leads and Volunteers within 24 hours, if at all possible.
- Prepare and distribute weekly communication to Volunteer Teams to include a printout of the Weekly Welcome Team Schedule for Thursday and Sunday services—placing those printouts on the Usher table and on the kitchen counter.
- Ensure Service Plans in PCO are accurate and up to date.
- Perform other related duties as assigned by the Discipleship Pastor.

Discipleship Pathway Catalyst

- Assist the Discipleship Pastor in the creation of a clear and practical discipleship pathway that people can easily understand and be inspired to take their “next step” in spiritual formation.
- Develop and manage effective assimilation practices to seamlessly move first-time guests, Discover CCC attendees, recently baptized individuals, etc. into engagement pathways.
- Lead and intentionally invite people to participate in Disciple-Making Advance while introducing SmallCircle and Starting Point.

- Walk people through their SHAPE Profile to help them discover their unique, God-given giftings and match them to a place of service in our church that is fulfilling and fruitful.
- Coach disciple-makers with encouragement, development, and support.
- Collect life-change stories and coordinate times to record those so we can capture current disciple-making experiences within our church family.
- Utilize PCO to record and track all discipleship pathway progress and disciple-making participation.
- Remain in constant prayer for current and future disciple-makers, for dependence on God, and for Spirit-empowered influence.
- Perform other related duties as assigned by the Discipleship Pastor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in a related field or the equivalent combination of education and directly related work experience.

Experience: Two (2) years of related experience in the area of disciple-making.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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