



Joining God in His Work of Transforming Lives

Job Description Connections Coordinator

Reports to: Associate Pastor/Discipleship

Status: Full-time, Sunday-Thursday (evenings, weekends, and special events as needed)

Principle Function: To assist in developing and maintaining the Scotts Hill Discipleship Pathway by connecting members and guests to a transformational community.

Specific responsibilities include:

1. Maintain a welcoming and hospitable First Time Guest Experience.
2. Assist in facilitating Discover Scotts Hill and Membership Matters course.
3. Assist members and guests with locating and connecting with a Small Group.
4. Correspondence with Small Group Leaders regarding upcoming events.
5. Manage incoming requests for those seeking to volunteer on the Connections Team and getting them plugged in to service
6. Oversee Connections Team by:
 - a. Writing weekly guide and print/email to shift leaders
 - b. Building a healthy infrastructure of volunteers
 - c. Training all new volunteers
 - d. Developing leadership within team
 - e. Scheduling teams via Planning Center on a monthly basis
 - f. Partnering with volunteers of production and worship ministry to cultivate healthy relationships
 - g. Working with volunteers to ensure healthy transition in/out of ministry or to other areas of ministry
7. Keeping all Guest Services areas neat and clean
8. Ordering or purchasing supplies needed for Sunday mornings (coffee, volunteer snacks)
9. Baptism Responsibilities
 - a. Order baptism certificates
 - b. Contact candidates via email to schedule baptism date, provide them with all the details regarding baptism and secure baptism testimony
 - c. Schedule baptizing pastor
 - d. Make contact to be sure baptistry is filled and ready
 - e. Meet candidate on day of baptism to show them where to go and have everything they need
 - f. Prepare and mail baptism certificates and baptism video

10. Lord's Supper Responsibilities

- a. Work with planning team to schedule dates for the Lord's Supper
- b. Schedule appropriate people to serve
- c. Purchase items needed for the Lord's Supper
- d. Prepare the elements and clean up

11. Responsible for attending ministry team meetings as requested.

12. Read and follow the guidelines, procedures, and policies as set forth in the Employee Handbook.

13. Perform all other duties as assigned by the Associate Pastor of Discipleship.

Workplace Culture

- An *aggressive* mindset. ("go-getter" for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature_____

Date_____