

Trinity Church

Guest Services Coordinator

Position Description

2020

POSITION SUMMARY

The Guest Services Coordinator works collaboratively with the Connections Director and Trinity staff to help us grow as disciples of Christ. Responsibilities include assisting and developing our connections ministry at Trinity, including church wide events.

Position Title: Guest Services Coordinator

Classification: Part time, Hours Negotiable

Accountable to: Connections Director

RESPONSIBILITIES

Connections Ministry:

- Assist the Connections Director with the following:
 - Provide vision, leadership, implementation and assessment for effective assimilation systems and ministries that track and encourage service, relational connection and membership in the church for both the first time guest and long-time attendee
 - Build a team of people who seek out new and disconnected people. Create and oversee ministry to help people develop friendships within the first 90 days at Trinity
 - Oversee new members process
- Assist the Connections Director to plan, lead, and implement environments and experiences, large group and small, that serve as a catalyst for relationship building and healthy, biblical community
- Connect new attendees through Trinity relationships, new environments, and welcome areas at our various ministry gatherings.
- Provide leadership, oversight and assessment for Sunday and Wednesday hospitality experiences:
 - Collaborate with Connections Director on weekly needs, special connections events, etc.