

# Village Chapel Church

## Position Description

**Position Title: Director of CONNECT**

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**Reporting Relationships:**

- **Primary:** Executive Minister

**Pay Status:** Hourly

**Employment Status:** Part-Time

**Average Work Schedule:** 10 hours/week

**Main Objective**

To lead Village Chapel in reaching out by developing processes and leaders to connect people to meaningful personal relationships, to Jesus Christ, and ultimately to the mission and vision of Village Chapel.

**Key Result Area 1**

Welcome Team  
Development and  
Oversight

Design (perfect), implement, and manage a Connection System (including but not limited to hospitality and integration) that moves people from first-time guest to connected sister/brother (a person who grasps the DNA of Village Chapel, who is engaged in genuine relationship(s), and who makes a servant contribution to the Kingdom).

Performance Standards

- Recruit, equip, and train team members needed to execute the Connection System.
- Supervise/coach leaders and teams involved in the Connection (Ushers, Greeters, Welcome Desk, New Here).
- Ensuring that the CONNECTION team answers questions and provides remarkable customer service on a consistent basis.
- Evaluate the Assimilation System at least annually to make real-time adjustments as needed.

**Key Result Area 2**

New Here Ministries

Responsible for creating an environment that welcomes new guests and provides next steps toward connection and spiritual growth.

- Removing roadblocks from a newcomer's experience in worship.
- Ensuring that kiosks, booths, signage and key areas are clear, current, and focused on new people.
- Planning and overseeing New Here reception events.
- Creating and continuously improving follow-up methods to ensure that newcomers are plugged in.

**Key Result Area 3**

Administration and  
Public Relations

Attend to the administrative responsibilities required to support the systems listed above and arrange for clear, repetitive communication throughout the church.

Performance Standards

- Provide monthly reports to the Executive Pastor and meet at least monthly with the Executive Pastor for goal setting, reporting, evaluation, problem solving, and prayer support.

- Work with the Executive Minister to maintain a current Position Description and Action Plan.
- Interpret and communicate the vision of Connections to Village Chapel and beyond.
- Compile the budget requests to fund the vision of these areas and administer the budget throughout the year.
- Exemplify servant leadership by actively participating in the staff leadership team.
- Attend and participate in a Life Group.
- Being at all services for this position is required.
- Participate in a peer group with for encouragement and accountability.

**Education  
Experience  
Skill Sets**

- Demonstrates a Spirit-filled relationship with Christ and exhibits model Christian behavior in both his/her actions and words.
- Prefer a degree/training in ministry or related experience.
- Ability to process information and make independent judgments.
- Excellent interpersonal skills.
- Ability to prioritize responsibilities and needs of others.
- Ability to work well with others in a team environment.
- Computer literacy (e-mail; MSWord; PowerPoint; webpage editing).

*The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.*

*This position falls under the procedures and guidelines of the Village Chapel Church employee handbook.*