

<b>Position Title:</b>	<b>Director of Connections</b>
Ministry Department:	Adult Ministries
Reports to:	Pastor of Disciple-Making
FLSA Status:	Exempt (Full-Time)
Classification:	Support Staff

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**Ministry Purpose:**

Fellowship's Connections Ministry serves and leads our guests and congregation toward meaningful connection in the body and to be fully engaged in the disciple-making mission of the church. With a particular focus on first time guests and those considering Fellowship as their church home, our purpose is to provide more access to all ministries, groups, and opportunities to serve within our body, on our campus, and with our partnerships.

This position coordinates and oversees the overall engagement and assimilation efforts of Fellowship Middlebrook. While this position focuses primarily on assimilation of adults, it also partners closely with other ministry departments to collaborate, align, and execute strategies that are cohesive and integrated.

**Essential Duties and Responsibilities:**

- Understand the Mission, Purpose and Core Values of Fellowship church and maintain behaviors that are consistent with them.
- Understand the ministry purpose and demonstrate it in performance of job responsibilities
- Coordinates and partners closely with other ministry departments to align our overall engagement and assimilation strategies
- Oversees and coordinates the ministry use of the lobby and other common areas for engagement and assimilation initiatives (spotlights, events, partnership opportunities, etc.) in close partnership with the Coordinator of Facilities & Events
- Receives and fields inquiries (in-person, phone, email) regarding general engagement and assimilation opportunities and refers as necessary

***Connections Teams***

- Casts vision, oversees, and supports all Connections ministry teams for Sunday gatherings
  - Parking & Security (in partnership with Chief Operating Officer)
  - Greeters, Ushers, Overflow, Connection Centers, Cappuccino Café
- Oversees the recruiting, training, and equipping of all Connections ministry staff, lay leaders, and volunteers

***Membership***

- Partners with the Pastor of Disciple-Making in overseeing covenant membership process
- Coordinates all membership seminars and events (promotion, materials, facilities, etc.)
- Serves as part of the rotation to co-lead membership seminars and events
- Facilitates membership appointment process with prospective members and pastoral staff
- Updates and maintains accurate church database membership records

- Processes inquiries and requests related to congregational involvement, church membership, and transference

### **Groups**

- Serves on the Adult Disciple-Making team to provide clear and consistent pathways for people to engage and connect with a variety of group-based, disciple-making opportunities such as Life Groups, Sunday Morning Groups, Women's Groups, Men's Groups, and Care Groups
- Coordinates and supports group connection seminars, events, Growth Series/Seminars, and other engagement or assimilation opportunities (promotion, materials, facilities, etc.)
- Provides oversight, support, and best practices for maintaining accurate group rosters and database records

### **Communications**

- Partners with the Special Projects Coordinator and Communications Department to maintain web content for Adult Disciple-Making and promotional support of engagement and assimilation opportunities
- Partners with Communications and/or other ministry departments for the promotion of large or church-wide events

### **Qualifications**

- Associates Degree or more advanced degree preferred, but not required.
  - Microsoft Office and Arena (church management database system)
  - Proficient in word-processing and spreadsheets
- **Organized.** A self-starter who is well-organized, plans efficiently, keeps job assignments well in hand, maintains control of the workload, attends to details and is comfortable communicating with known and unknown people.
- **Flexible.** Someone who adjusts readily to unexpected changes, is resilient and can reorganize work priorities when the situation calls on it.
- **Pleasant.** Someone who can relate to different kinds of people, regardless of their attitude or physical condition.
- **Discreet.** Someone who can protect the confidentiality of the position.
- **Team Player.** Someone who is comfortable sharing the workload and/or delegating or organizing tasks with volunteers or other ministry partners.

### **Physical Requirements (with or without accommodation):**

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

*The intent of this position description is to provide a representation of the types of duties and responsibilities that are required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.*