



**Job Title: Connections Coordinator**

**Reports To: Director of Operations**

**FLSA Status: Part-time hourly | Non-Exempt**

**Compensation Code: AS420**

## Connections Coordinator

### Overview:

Morning Star Church (MSC) is a Spirit-filled church planted over twenty years ago who honors God through an authentic commitment Jesus Christ. To continue the advancement of this mission we are hiring a new part-time staff position, Connections Coordinator (CC).

This new position will facilitate member connection and growth strategy under the direction and leadership of the Operations Director. This position requires a firm grasp of the beliefs, values, covenants, and current strategies of MSC. The ability to communicate with staff, key leadership teams, and church, is also a large part of the position requirements.

The CC will assist guests and new members in developing a genuine sense of belonging, involvement, and spiritual growth at MSC by meeting people where they are and leading them to the next steps in Discipleship and church community involvement. The incumbent will facilitate genuine relational connections through the administration of weekend guest services, small groups, volunteer service teams, and special outreach.

### Duties and Responsibilities:

- Coordinate connection, tracking and follow-up of current members.
- This position would serve as a primary contact for members who are interested in connecting or serving a particular ministry of the church.
- Examine changes in attendance patterns for members and reach out to them to reconnect them to the life of the church.
- Guide a process to collect the “time and talent” inventories of current members and help connect those individuals with the appropriate opportunities to engage in ministry.
- Maintain our membership rolls ensuring accurate and up-to-date contact information of members.
- Coordinate connection, tracking and follow-up of visitors.
- This position would serve as a primary contact for visitors, helping them understand what their next steps are in getting connected at MSC.

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- This position will make sure that first time guests have downloaded our App and are in the CCB database and their info in the database is correct.
- This position will send out invitations for Join the Circle (which occurs on the 4<sup>th</sup> Sunday of every month following 11 a.m. worship) and do all follow up after the event.
- Coordinate/schedule attendance of coaches and ministry connectors at the Join the Circle event each month.
- This position will act as a liaison with both the coach team and ministry connector team to allow for smooth transitions for visitors and members in the connection process.
- Be present in Sunday morning worship service to meet and connect with people.
- Assist in coordinating the dissemination of info about current small groups to members and visitors.

### Expectations:

- Set goals that are in line with the overall mission of Morning Star Church
- Excellent interpersonal and communication skills, verbal and written.
- Unafraid to assume risk, try new things regularly, or to stop great ideas that do not work.
- Willingness to commit in membership to Morning Star Church
- Proven ability to handle confidential information with discretion.
- A growing committed follower of Jesus Christ. (1 Tim 3:1-7; Titus 1:6-9)

### Personal Qualities:

- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude.
- Creative, humble, have a passion and heartfelt concern for spiritual growth and development, be high energy, hardworking and possess the ability to work independently as well as in team environments. They must be solutions-oriented and optimistic.
- Develop and maintain healthy working relationships with other staff members, members of the congregation, and members of the community.

**APPLY** - Visit [mscwired.org/employment](http://mscwired.org/employment). No phone calls please.