

# Connections Coordinator

**Job title:** Connections Coordinator

**I Report To:** Central Campus Pastor

**Category:** Part-Time (20 hr/wk)

**Currently Held By:** Katelyn Ford

**Last Updated:** 7/1/24

**Purpose:** The Connections Coordinator will create a dynamic guest experience for visitors that move people from guests to connected attenders. The C.C. will oversee events and strategies intended to connect first time guests to the overall body. This will play a vital role in fulfilling ALIVE's vision of reaching spiritually hungry people and introducing them to a personal relationship with Jesus Christ and an active role in healthy Christian community.

## **Responsibilities:**

### *Guest Experience:*

- Develop the Guest Experience.
- Oversee the ALIVE lobby and all adult environments including regular maintenance of areas as well as seasonal décor, etc.
- Oversee the ordering of Guest Experience supplies and design and printing of materials.

### *Connections:*

- Create a system for following up with self-identified guests on Sunday morning and additional events.
- Develop a system for moving guests (or dis-connected attenders) to engaged attenders
- Oversee volunteer recruitment, training, management and care for all volunteers in the Connections Ministry.
- Collaborate with other staff in planning and executing events that necessitate or request hospitality ministries.
- Invest in volunteers outside of volunteering time.
- Develop and lead the Connections Leadership Team
- Monitor and oversee the Connections Ministry Budget
- Work with other staff to ensure Connections Ministry is participating in a thematic emphases relevant to the church's overall calendar.
- Maintain accurate data
  - Weekly report Guest / Connections statistics
  - Establish benchmarks to develop strategies to improve the effectiveness of Connections Ministry to reach and connect guests
- Work in conjunction with other staff to develop metrics to understand the progression of self-identified guests entering the process toward "connected."

***ALIVE Grounds:***

- Manage and lead ALIVE Grounds (coffee ministry).
- Train and invest in volunteers outside of serving time.
- Oversee regular maintenance, cleaning and general upkeep of machinery.
- Oversee ordering of all supplies for coffee ministry
- Oversee the creative and logistical elements of sales.
- Manage accurate data to manage cost effectiveness of ministry