



521003

Position Description
Connections Coordinator

Employee Classification: Full-time, exempt

FPC Mission: Our mission is to invite all people to say “yes!” to Jesus with their whole lives.

Purpose: To move people from first step on the campus to fully engaged covenant partners. It consists of three main parts:

1. Hospitality: To create a place and a culture of welcome and warmth regarding our campus and our congregation
2. Navigation: To help people move into an ever-growing sense of belonging
3. Volunteer Connector: To help the people of First Pres discover and unleash their gifts and passions for God’s Kingdom

Accountability: This position reports to the Associate Pastor for Equipping and Engaging.

Qualifications:

- Passionate about Jesus Christ and eager to engage others about their faith and the importance of participating in Christian community.
- Understand, embrace, and enthusiastically commit to and communicate the mission and vision of First Presbyterian.
- Organized, independent, proactive, self-starter with skills in project planning, workflow management and multi-tasking.
- Positive attitude and ability to engage others in their Christian journey and the ministries of First Presbyterian Church.
- Strong ability and desire to recruit, train, supervise, and sustain teams of volunteers.
- Excellent teamwork capabilities.
- Able to relate well to others and build relationships with both covenant partners and visitors.
- Confident, wise, able to promote peace and unity
- Possesses strong oral and written communication skills, including public speaking to groups.
- Administrative skills (e.g., budgeting, scheduling, meeting management, computer).

Responsibilities:

Hospitality

- Recruit, train, encourage, appreciate, and maintain teams dedicated to the ministry of Hospitality. This includes greeters, ushers, welcome center hosts, and parking hosts for all church functions including funerals, celebrations, community outreach events, etc.
- Regularly communicate various events and programs in the life of the church to Hospitality team so they are well equipped to answer questions during Sunday mornings.
- Maintain reference information at welcome centers for hosts and staff to provide guests with accurate information on Sundays.
- Coordinate hospitality volunteers for funerals and other events during the week as appropriate and necessary.
- Provide onsite support for Sunday mornings to assist hospitality teams, welcome guests, and troubleshoot problems with guests.
- Develop and maintain volunteer handbook and job descriptions.
- Collaborate with Facilities team to ensure campus design, signage, and facilities are inviting and useful to visitors and covenant partners.

Navigation

- Recruit, train, encourage, appreciate, and maintain teams dedicated to the ministry of navigation.
- Develop guest recognition, appreciation, and connection strategies, including working alongside volunteers and pastors to follow up with guests.
- Develop ways for guests to learn about First Presbyterian Church
- Develop and maintain ways to track people's connection, from guest to fully invested in the life of the church.

Volunteer Connector

- Work with staff to determine volunteer needs in each ministry area.
- Determine passions of congregation and match with church needs.
- Complete or coordinate new volunteer orientation with staff regularly.
- Organize courses or system to help people determine gifts, passions, strengths, etc.
- Serve as a resource for staff members looking for people for their team.

General

- Attend all staff meetings and retreats in which Program Staff are expected to participate.
- Be a constructive and helpful support to other members of the staff, and work in collaboration to help better the ministry of the whole church.
- Other duties as may be assigned consistent with the rationale for this position.
- Serve as a team player committed to mutuality and accountability in the Body of Christ.
- Maintain budget, monitor expenditures.

To Apply: Please send your resume and a brief summary of your journey of faith to Amy Carlan:

AmyC@1stpres.com