

## Connections Coordinator Beechwood Church

Our purpose is to lead people of all backgrounds into a growing relationship with Jesus. We expect to see a powerful movement of God in our community as we:

- Love and serve our neighbors in practical ways
- Reach the next generation with the gospel
- Reflect the diversity of our community

*This position is part-time, 12 – 15 hour a week ministry/administrative position and accountable to the Executive Director. This is a flexible position that can be done in a hybrid of remote and office working with about 2.5 hours weekly on Sunday mornings at the worship service.*

**QUALIFICATIONS:** *A college degree is preferred. A spiritually mature Christian with a positive presence and love for people. Good communications skills – written, word processing and verbal; excellent people skills; professional decorum; exhibits discretion in sensitive situations.*

### **RESPONSIBILITIES**

#### **VOLUNTEERS**

Recruit, train, encourage and schedule Sunday morning volunteers for both indoor and outdoor services to include Greeters, and Connection Center Hosts.

- a. Confirm weekly plans with volunteers through email or calling
- b. Ensure weekly volunteers have appropriate name lanyards and tee shirts
- c. Send thank you notes when appropriate, and when warranted, provide thank you gifts for high impact volunteers
- d. Work with ministry leaders to help identify potential volunteers in support of their ministries

#### **HOSPITALITY**

Assist in creating a welcoming environment for all activities connected with Beechwood Church

- a. Actively meet and greet guests to Sunday worship services and other church events
- b. Gather information from first time visitors for follow up through notes, emails or calls
- c. Provide new guest information to specific ministry leaders for their follow up
- d. Maintain up-to-date data of new people to be used for personal invitations to “Coffee & Connecting” as well as “New Member” Gatherings
- e. Plan, coordinate and administrate “Coffee & Connecting” and “New Member” Gatherings
- f. Follow up with attendees and provide Elders with membership requests or baptism requests
- g. Assist the team in developing, organizing and executing church-wide gatherings
- h. Maintain the Connection Center (indoors/outdoors) with current published program information and Welcome Gifts

#### **MEMBERSHIP DATA & RECORDINGKEEPING**

- a. Keep membership data up-to-date
- b. Track births, marriages, baptism, profession of faith and deaths
- c. Send out Elder concern letters, transfer requests and new membership transfers
- d. Prepare the membership section of the annual RCA/Classis report

#### **ASSIST IN PREPARING ANNUAL BUDGET FOR MINISTRY FUNDING**