



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

### **CONNECTION MINISTRY ADMINISTRATIVE COORDINATOR**

Job Classification: Part-Time 28 hours per week; non-exempt

Date: April 2024

#### **SUMMARY**

The Connections Ministry Admin Coordinator will contribute to the overall mission of Hill Country by understanding and aligning all efforts to the Connections Ministry Purpose and Plan, administratively coordinating people and details across locations (Sunday services, special events and Discover Hill Country), supporting the Connections Ministry Directors and One Church Servant Leaders, and raising up and training volunteers and leaders for increasing ownership in the ministry in order that every person who visits Hill Country Bible Church experiences the love of Jesus.

#### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. Connections Ministry is effectively living out the mission and vision through their Ministry Purpose and Plan (MPP) and the people of Hill Country Bible Church (visitors and regular attenders) are engaged and taking next steps
2. The Connections Ministry Staff (Lead Director, Director, and PT Ministry Coordinator) receives excellent administrative support that allows them to fully engage people, spiritually lead, and to develop and unleash leaders
3. Volunteers, Servant Leaders, and One Church Teams are supported and resourced for greater ownership:
  - a. Excellent communication and follow up across all levels of the organization
  - b. Timely, accurate and friendly responses to emails, phone calls, and other inquiries
  - c. Project management, implementation, and attention to detail for ministry needs (Sunday services, special events, and Discover Hill Country), financial reconciliation, data entry, scheduling of volunteers, etc.
4. There is strong alignment and collaboration with all ministries of the church and between the Connections Ministries at all locations to live out our multi-site philosophy; people are experiencing life-change

#### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Own, understand and engage in implementing the *Connections Ministry Purpose and Plan*
2. Learn and effectively support the ministry needs and rhythms of Connections; provide coordination and support to the staff, servant leaders, and One Church Teams so they can fully engage with people and help them take next steps
3. Respond to people and their inquiries (phone calls, e-mails, and in person visits) – ensure every person receives the highest level of care and customer service
4. Ensure connections teams (all locations) have everything they need to serve with excellence (they are scheduled in a timely manner, have updated info, communion elements or other service details, etc. as applicable); learn and become an expert in Planning Center Online and help ministry participants engage
5. Collaborate with Communications, Worship, and Production Ministries on a weekly basis for Sunday prep; collaborate with all ministries as needed (and especially for large events); provide project management for large initiatives
6. Administrative responsibilities, including but not limited to: connect card follow up, process credit card statements, learn and hone Touch Point and Planning Center Online, manage and enter data, provide requested reports, etc.
7. Learn the various roles and responsibilities for all Connections leaders/volunteers; serve as a backup or fill-in for a director or servant leader at any of our locations when needed
8. Relationally and prayerfully connect with people in a variety of settings; serve as a relational broker as you follow-up with people (often connecting them to the person/ministry that would be most beneficial for a next step)
9. Serve as an active member of our Hill Country staff team with personal commitment to live out our values and goals

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Mature follower of Christ who owns the mission, vision, and values of Hill Country
2. Theologically aligns with the core beliefs of HCBC; becomes a church member within 3 months of hire
3. 3+ years; administrative experience; relational and highly organized – strong working knowledge of Microsoft Office (Outlook, Word, Excel, Teams); prior Project Management experience preferred but not required
4. Experience volunteering in the local church; availability to work Sundays, Christmas Eve, Easter, occasional evenings
5. Physically able to stand for long periods, navigate and walk location campus, lift and carry objects up to 25lbs.

#### **CULTURE AND CLIMATE:**

1. Position reports to the Lead Connections Director as part of the Connections Team
2. Staff culture is goal-oriented, collaborative, with accountability, priority of personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors