



# HILL COUNTRY BIBLE CHURCH

## JOB DESCRIPTION

## CONNECTIONS MINISTRY COORDINATOR

Job Classification: Full Time; Exempt

Date: September 2020

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

1. Guests and members are provided a high-quality Sunday morning experience
  - a. There are warm and welcoming environments across all campuses (specific ownership at Lakeline)
  - b. People are connecting to the mission, vision, values and pathway of Hill Country Bible Church
  - c. Clear and inviting web information (Connections Ministry webpages)
2. The Connections Ministry (overall) and Connections Pastor receive effective administrative support that moves the ministry forward
  - a. Excellent communication across all levels of the organization – staff, leaders, volunteers, ministry participants
  - b. Timely, accurate and friendly responses to emails, phone calls, and other inquiries
  - c. Project management and attention to detail for ministry needs (all aspects of administrative support – events, budgeting, data entry, scheduling, implementing Connections Ministry Standards, etc.)
3. Volunteers and lay leaders are recruited, trained, empowered and deployed for greater ownership of the ministry
4. Excellent coordination of the Connections Ministry Lakeline Campus activities, including but not limited to:
  - a. Parking
  - b. Greeters
  - c. Ushers
  - d. Welcome Centers
  - e. Discover Hill Country

### MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Become an expert in the mission, vision, values and pathway of Hill Country Bible Church
2. Understand and implement the Connections Ministry Standards; envision volunteers and train to implement
3. Serve on Sundays, lead volunteers and own projects as assigned; support and serve for training events and more as needed for the Connections Ministry
4. Partner with the Connections Ministry Pastor to propel the ministry forward; adapt to changes, problem solve, and envision and execute steps to provide an increasingly high-quality Sunday morning experience (physical campus, worship services, online, Discovery Hill Country and more)
5. Support guest follow-up efforts (lead phone calls, in person connections, tracking, etc.); collaborate with multiple ministries to help people meaningfully connect; encourage people to move along our assimilation pathway
6. Meet regularly with the Connections Ministry Pastor and provide administrative support at all levels – prompt response to phone calls, emails and all correspondence; organizational and other admin responsibilities
7. Proactively identify future needs and/or opportunities and work with the Connections Pastor to solve problems and expand impact
8. Coordinate Connections Ministry events, trainings, and classes; provide applicable materials, set-up/tear-down needs, hospitality and more; contribute to the vision and support/execute details for Discover Hill Country (DHC)
9. Maintain Connections Ministry budget and support Ministry Action Plan (MAP)
10. Process credit card statements, manage and enter data, provide requested financial, data and other reports
11. Own and personally engage in Church Goals (Fully Formed Followers, Leadership Development, Gospel Saturation)
12. Serve as an active member of our overall staff team - participate in weekly staff meetings, engage in church-wide initiatives and special events

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Mature follower of Christ who owns the mission, vision and values of Hill Country Bible Church
2. 3 years' professional experience in an organization/admin (or relevant) capacity
3. Proven experience serving, recruiting and empowering volunteers in the context of a local church; highly relational
4. Strong working knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint); ability to learn other software rapidly
5. Proactive learner – bent towards growth; eagerness to be coached and evaluated in order to take next steps
6. Availability to work Sundays, occasional evenings, Christmas Eve and Easter
7. Physically able to stand for long periods, navigate/walk a large campus, and carry objects up to 25 pounds

### CULTURE AND CLIMATE:

1. Position reports to Connections Pastor, Jeremy Scudder
2. Staff culture is goal-oriented, collaborative, with accountability
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves