



Connections Coordinator

REPORTS TO:

Pastor / Head of Staff

BASIC FUNCTION:

To affirm, support and encourage every Westminster member in their participation in the work and worship of the church. Primary focus will be Young Families and New Members. To establish and maintain strong connections by identifying and facilitation the placement of members into the life of Westminster Presbyterian Church.

SPECIFIC RESPONSIBILITIES AND OBJECTIVES:

- To lead efforts to connect people into the life of the church, from their first visit to small groups and volunteer roles. Personally invite, encourage and support participation in the work and worship of the church.
- Create and encourage small group leaders and members.
- Develop and lead assimilation-proposed events within the life of the congregation including “young family picnics,” golf outings,” new member luncheons and other potential Wednesday night programs.
- Collaborate with staff and members to foster a culture of hospitality.
- Server as ex-officio member of the New Members Assimilation and GetConnected committee.

Education and Skill Requirements:

- Minimum of college degree preferred with similar experience in congregational settings and/or internship roles
- Previous experience in small group leadership preferred
- Relation, strong interpersonal communication roles
- Strong skills in development, organizational and implementation of programs
- High degree of accuracy and attention to detail
- Must be a team participant
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.), video conferencing