

## Job Description

### Connections Ministries Coordinator

**Reports to:** Pastor of Faith Formation  
**Directly Supervises:** None  
**Status:** Part Time (20 hours/week)  
**FLSA:** Non-Exempt

**Effective:** 9/8/20

### Job Summary

The Connections Ministry Coordinator works to Invite, Engage, and Care for congregation and guests, with the primary tasks being to help people grow in their faith through deeper engagement on the discipleship pathway at St. Paul's. This position will be successful by organizing systems for invitation, engagement, and care in a changing context (online, in-person, hybrid) in cooperation with the Pastor of Faith Formation, Program Team, and Love Council.

### Essential Functions:

- Invite
  - Organize and manage the system of volunteers to foster hospitality
  - Encourage hospitality in all areas of ministry
- Engage
  - Organize and manage the system of volunteers to help people engage in the life of the church through our discipleship pathway
  - Provide reports to staff and key leaders about guests, attendance, and participation
  - Connect guests and regular attender/members in the ministries of Love, Seek, and Serve to help them grow as disciples of Jesus Christ
  - Organize and manage the system of staff and volunteers in following up with guests and inviting them into the next step of discipleship to connect them into the life of the church
- Care
  - Organize and manage the system of volunteers to offer care notes to regular attenders
  - Organize and manage the system of volunteers to engage with social groups (yoga, scrapbooking, kayaking, etc.) to serve as a catalyst for their deeper engagement in discipleship
- Administrative
  - Administer and update the church database
  - Train others in use of the database
  - Attend all Love Council meetings
  - Attend all Program Staff meetings

### Minimum Qualifications:

- Convey excitement and enthusiasm for church ministries.
- Outstanding interpersonal skills, able to create an environment of safety and trust.
- Strong organizational skills.
- Ability to navigate both online and in-person community well

- Experience with or ability to learn Fellowship One Church Management Database, Database configuration and data entry computer skills.
- Safe Gatherings certification (training provided by St. Paul's)

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of St. Paul's UMC. Can teach those values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of St. Paul's UMC.
- **Spiritual Maturity:** has a personal growth plan based on the five dimensions of discipleship practices by St. Paul's UMC. Models and develops humility, teach ability, accountability and servant leadership on all coaching relationships.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Management Skills:** Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides challenging and stretching tasks and assignments for developing leaders. Stretches people to try new skills and accept new levels of responsibility.

### **Statement of Equal Opportunity and Nondiscrimination:**

St. Paul's UMC is committed to equal opportunity and nondiscrimination in all employment, programs, and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.