

Title: Connection Ministry Coordinator

Position Summary: Lead the way in scheduling, recruiting, and communicating to our hospitality team of ushers, greeters, parkers, prayer room attendants, and connection table members to ensure a vibrant experience to all of our guests and church family members each and every Sunday morning and a consistent follow-up experience in connecting people more deeply into our church family.

Reports to: Pastor of Discipleship and Connection

Job Duties

- Schedule (or coordinate scheduling with the individual ministry leads) the hospitality volunteers for each Sunday service, including ushers, greeters, parkers, prayer room volunteers, and connection central
- Recruit volunteers for hospitality
- Oversee the hospitality ministry each Sunday by being present and available as a resource for each of the stations
- Serve as the primary liaison on Sunday mornings between hospitality and other aid departments such as security and first aid
- Work towards envisioning and building the assimilation process at 3Crosses church alongside the greater assimilation team
- Lead the way in centralizing best scheduling practices for volunteers across all 3Crosses departments
- Prepare the resourcing for hospitality each week, such as preparation of name badges, radios, duty checklists (if needed), and the like
- Serve as the primary communications outlet to the volunteer base
- Assist the Pastor of Discipleship and Connection with training for the volunteers and with development, discipleship, and discipline issues within the hospitality team
- Serve as administrative support for other departments led by the Pastor of Discipleship and Connection, such as Home Communities and Membership

Direct Reports: none to start

Works Closely With: Pastor of Discipleship and Connection, Communications Department, CCB coordinator, Home Communities Coordinator, Assimilation Team, and 3Crosses Volunteers

Work Schedule: Sunday worship services and regular office hours. Some event participation (such as outreaches)

Role Category: Part-time or Full-time; ongoing

Candidate Profile

Skills:

- Detail-oriented and capable of self-managed project oversight
- Capable of clear written and spoken communication
- Facility with database and communication software, such as CCB and MailChimp
- Enthusiastic collaborator on projects, both in terms of staff collegiality and volunteer participation

Experience:

- Demonstrated ability to connect with leaders in a hospitality context
- History of managing projects across departments and coordinating communication to various stakeholders
- Experience in scheduling, calendar management, and ability to hit deadlines

Spiritual Gifts:

- Enthusiastic dedication to 3Crosses ministry and vision, including a growing relationship with Jesus Christ
- Administration
- Helps
- Hospitality
- Leadership