

# IMMANUEL LUTHERAN CHURCH

## Job Description

**Location:** Church/Office

**Date Prepared:** 1-17-2014

**Revised:** 5-08-2016

**Job/Position Title:** Director of Connection Ministries

**Reports To:** Executive Pastor

**Supervises:** Hospitality Worker Supervisors,

**Job/Position Summary:** The Director of Connection Ministries plans, organizes and orchestrates all activities and events designed to welcome visitors and guide them through to membership, involving and engaging them into the Church family consistent with their gifts and talents.

**Education requirements:** BA or BS required,. Lutheran University preferred.

**Experience:** Three to five years in a leadership position leading or working with volunteers. Background in Christian Outreach, Management, Social Work, Teaching or related fields preferred.

**Certifications:** Lutheran Certification preferred

### **Qualifications:**

- Lutheran member, reputable, in good standing with the LCMS
- Excellent communication skills; written and verbal.
- Enthusiastic self-starter; must function with minimal guidance
- Accountable for actions and results of self and team.
- Knowledgeable of and experience in volunteer practices.
- Creative and innovative thinker, able to advance programs.
- Possess a high level of organizational skills including multitasking and attention to details.
- Experience in a collaborative work environment involving various partners, excellent team member.
- Servant-leader mentality; welcoming, personable and approachable.

### **Responsibilities:**

- Coordinates connecting ministries, programs, and processes with the Director of Outreach Ministries (Go), Director of Communication (Invite), and Director of Discipleship.

- Sets up an integration/assimilation system that moves people from the marketplace to participation in the church and then back out into the marketplace.
- Responds to every first time visitor who signs in, and ensures the follow-up procedures are both practiced and effective.
- Follow-up of new members until they are under the care of the Director of Discipleship.
- Advance the vision of connection to the congregation by recruiting volunteers to help with the new member connection process.
- Ensure active participation and support from other key staff members to provide a comprehensive approach to bring new members into the Church family.
- Seek and assign motivated volunteers to a Connect Team to more effectively reach out to all new members and to keep them in the Church family.
- Works with the Director of Communication to provide information to new members during their initial acclimation.
- Make personal contact with each prospective member to begin building effective relationships.
- Schedule and conduct new member orientation sessions.
- Compiles potential New Member Class participant list.
- Oversees PLACE seminar.
- Coordinate schedules and ensure commitments from the appropriate staff members in meeting and communicating with new members.
- Plan and conduct follow-up contacts with newer members in the period following their initial orientation in order to assess the effectiveness of the connection process and to make adjustments as needed.
- Prepare various reports as needed to monitor progress and determine necessary direction in looking to the future.
- Actively participate in regular core staff meetings, special meetings, and other functions to represent the Connect Ministry and to provide updates and information concerning this key area of the Church.
- Oversee the Assimilation Process that helps our guests connect in relationship with our church culminating in joining us as active new members.
- Perform other related duties as assigned.