

DIRECTOR OF CONNECTIONS

Position: Regular Full Time

Hours: 40 per week

Core Hours: Monday 9 am-2 pm, Wednesday 9 am-12 pm, Sunday mornings

Reports to: Lead Pastor of Discipleship and Ministries

Job Summary: The Director of Connections oversees the ministries and processes of connecting guests and members in community in order to make deeper disciples. The Director will also form, launch, and equip Providence Small Groups.

Qualifications:

- A committed follower of Jesus Christ, seeking to serve God and live out Providence Church's vision and mission
- A passion for making more and deeper disciples of Jesus
- 2 years experience in related fields
- Relational skills and an enthusiastic presence
- Ability to learn church management software
- Proven leadership, teamwork, and interpersonal skills with the ability to maintain healthy and encouraging relationships with supervisors, team members, and volunteers

Responsibilities:

Connect with Guests

- Serve as the point of contact for all connection-related inquiries from guests, members, and staff
- Track and respond to guests who are looking to connect
- Recruit, train, and schedule First-Time Guest team for Sunday morning and other events as needed
- Implement and improve the system for connecting guests and members into community
- Schedule, promote, and serve as host for Providence 101 and 102 Classes

Small Groups/Discipleship Groups

- Promote Small Groups and Discipleship Groups throughout the year
- Receive and respond to group requests
- Oversee the formation of new Small Groups
- Schedule and lead Small Group launches
- Equip and support existing Small Groups

Team

- Participate in weekly Staff Meeting and Monday morning prayer
- Participate in weekly Operations Team with other directors in "Deeper Discipleship" ministry areas
- Other projects or duties as assigned by supervisor