

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Connection/Assimilation Director

Principal Function

Prioritize the experience of a first-time visitor to create a welcoming hospitable atmosphere for all of our guests (especially non-Christians) so they feel seen, noticed and cared for and so that the pathways for connecting to our community from the first visit up through membership are clear.

Specific Responsibilities

User Experience

- Responsible for all aspects of the Sunday experience all attendees.
- Responsible for the user experience for all attendees in every aspect of their experience at our church, with a special focus on first time guests and non-Christians.
- Work with the leadership team to develop and implement a clear, articulated plan for the Sunday worship environment (parking lot to parking lot) that is gospel centered, hospitable, authentic and beautiful.
 - Work with the leadership team to position staff and volunteers for Sundays at all services to ensure an “all-hands on deck” in providing a welcoming atmosphere at all our services.
 - Work with appropriate teams for implementation.
 - Pursue feedback on an ongoing, consistent basis from newcomers, members, and leaders to ensure four principles are captured.
- Responsible for the look and feel of the hospitality space before and after each service to encourage people to linger, connect with others, and create community that is vibrant and easy to enter. Partner with appropriate teams for implementation.

Connection

- Oversee connection responsibilities for Pacific Crossroads including:
 - Developing and implementing a comprehensive Connection plan to move people from wide front door to connection points within the church.
 - Work with the leadership team to develop processes and systems to ensure people are being captured and a pathway is identified to move people towards being an active member of our church.

- Work with all ministries, church leaders and volunteers to train and ensure hospitable environments and connection opportunities in all aspects of ministry.
- Oversee and develop opportunities for people to connect and assimilate.

Membership

- Oversee the membership process, moving people from visitor to member.
 - Partner with membership team for hosting membership seminars and onboarding/welcoming new members into our community.

Additional Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
- Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment.
- Alignment with PCA theology.
- Adhere to all policies in the Employee Handbook.
- This position will be expected to work from 8am-1pm on Sunday mornings and 4-7pm on Sunday evenings.

Skills Needed

- A minimum of 3-5 years building leaders and connecting people.
- Has a love and passion for people and deeply care about connecting people to our community.
- An eye for detail – ability to put yourself in the mindset of a new visitor.
- Creative mindset, can implement needed visual improvements.
- Be able to equip other leaders to seek out people and connect them to community. Be able to multiply themselves
- Open to feedback and implement it to make identified improvements.
- Comfortable with conflict.
- Extreme attention to detail, will be utilizing databases to track movement, membership, and connection points for congregants.