



CHRIST COVENANT
CHURCH

Engagement and Connections Ministry Manager

POSITION PURPOSE:

To create pathways of engagement and hospitality by leading and equipping Christ Covenant Church (CCC) to connect with our city and region and help visitors and members connect within the CCC community.

POSITION SUMMARY:

- Develop and oversee a strategy that creates an engaging visitor experience from first visit to membership
- Develop and sustain a healthy ministry team that recruits, equips, and deploys members in engagement and hospitality.
- Develop and deploy a contemporary messaging strategy that creates connections between CCC and our community
- Support and participate in other church ministries to recognize contacts for visitors and new members

PERSONAL COMMITMENTS:

- Committed to Jesus Christ as personal Savior and Lord
- Must serve as a communing member or be in the process of becoming a communing member of CCC
- Committed to the doctrines of the Reformed faith and the Presbyterian system of church government
- Committed to a life of prayer, support for the ministries of the church, an active focus on visitors, and encouragement and support of volunteers
- Committed to duties during the Sunday AM and PM services
- Committed to building a healthy, sustainable team of lay leaders who carry out the goals and objectives of the immediate needs of the ministry as well as strategize over new initiatives of engagement and hospitality.

REPORTING RELATIONSHIPS:

This position will report to the Pastor of Evangelism

REQUIRED SKILLS/ABILITIES:

- Creative and entrepreneurial thinker who thinks strategically about engagement and hospitality
- Ability to utilize contemporary forms of communication and messaging to engage the broader community
- Skilled in building teams of other entrepreneurial thinkers who can build and manage a strategic vision
- Ability to meet visitors and make them feel welcome and included
- Gifts of hospitality and administration
- Collaborative and motivational character that draws others into the ministry with enthusiasm
- Skilled at finding common ground, gaining agreement, and resolving differences of opinion
- Organizational skills and ability to multi-task and demonstrate flexibility with attention to detail

SUPPORTING EXPERIENCE:

- Experience planning and executing plans with a long-range view
- Experience with accountability over a department or function containing people, processes, goals/outcomes
- Experience recruiting volunteer talent and working with a wide spectrum of people
- Experience working in an engagement capacity
- Experience leading teams

EDUCATION/TRAINING:

Bachelor's Degree desirable, but not required

BASIC ROLES/EXPECTATIONS:**A. Engagement Ministry Team 40%**

- Serve as lead in developing and executing a ministry plan of engagement
- Recruit and develop a team of strategic thinkers regarding engagement
- Coordinate engagement initiatives and support the Pastor of Evangelism in engagement
- Coordinate with CC Communications Manager regarding engagement messaging

B. Connections/Visitor Experience Ministry Team 40%

- Serve as lead in developing and executing an engaging visitor experience plan from first visit to membership
- Function as the staff connection for the new Connections Team, which is forecasted to include 1/3 of our church members
- Recruit members who are qualified to be Connectors and Team Leaders
- Train Connectors and Team Leaders; provide accountability
- Assist with guest luncheons

C. Membership Class 10%

- Support the Senior Pastor Administrative Assistant in planning for and executing the Spring and Fall Membership class to ensure that the class runs smoothly.
- Assist in planning and facilitating 2 Membership Class picnics per year
- Assist in the membership process through facilitation of elder to member interviews, management of forms and new member letters, creation of member nametags, and facilitation of a Sunday AM New Member Recognition including rehearsal with new members
- Connect new members to the church body and participation in church ministries through one-on-one meetings, a Ministry Fair, and an Assimilation Team.

D. Miscellaneous 10%

- Facilitate Guest Connections through management of guest cards, mailing of Sr. Pastor's letter and Welcome Packet, follow-up with a phone call or text, and one-on-one meetings
- Oversee the Information Desk through recruitment, scheduling, and management of volunteers; coordination of lost & found items; inventory management of Information Desk, including Welcome Packets and gifts for guests; and creation of member nametags
- Communicate with Lead Greeter and coordinate volunteers to serve at all Worship Center entrances

OTHER

- This position will have any office located in the Worship Center.
- The specific accountabilities for this position will be determined and reviewed quarterly.
- This is a full-time position, including time off during the week to compensate for Sunday responsibilities.

TO APPLY FOR THIS POSITION

- Go to <https://christcovenant.org/about-us/employment/>
- Submit an application, resume, and cover letter to humanresources@christcovenant.org