



COORDINATOR FOR CONNECTIONS & ENGAGEMENT

DESCRIPTION: The Coordinator for Connections & Engagement is responsible for creating the vision for the ministry of “welcoming and engagement” at Hope Presbyterian Church, and successfully implementing the strategy and tactics to bring these ideas to reality.

OVERSIGHT: Pastor of Missional Engagement

CLASSIFICATION: Full-Time (40 hours/week)

COMPENSATION: Negotiable with education, experience, and performance

QUALIFICATIONS & REQUIREMENTS:

- Personal relationship with Jesus Christ and a member of Hope Presbyterian Church (or in process of becoming a member)
- Strong interpersonal skills
- Professional, reliable and timely email and phone communication, and proficiency with technology
- Demonstrated ability to work through conflict
- Strong working relationships with pastors and staff

FUNCTIONAL AREAS OF RESPONSIBILITIES:

Developing/Refining Connections Strategy & Tactics

- Develop and implement a formal and robust plan for assimilation, with the goal of enfolding visitors and regular attenders into the life of the church
- Develop and implement a formal and robust plan to increase member engagement, with the goal of the Hope Church body becoming more actively involved in programs, ministries, and volunteering
- Create measurement tools to assess church performance with welcoming and engagement
- Develop annual plan for changes/improvements in key areas
- Regularly communicate with key stakeholders to assess performance

Welcoming Visitors & Newcomers

- Ensure the facilities provide a welcoming environment for visitors (including signage, printed materials, treats, decor, etc.)
- Train and coordinate Sunday teams (Greeters, Hope Cafe, First Impressions, etc.) to welcome and guide visitors and members
- Seek out visitors to ensure they are familiar with the worship service and facilities, and introduce them to members when possible
- Schedule and coordinate Meet & Greets and other kinds of opportunities for visitors to be introduced to pastors and staff
- Ensure follow-up communication and get-togethers with those who complete interest information requests
- Communicate to membership their role in welcoming newcomers

Encouraging Congregational Engagement

- Create tactics (and tracking mechanisms) to further newcomer participation with the goal of eventual church membership
- Work with church administrative staff to catalog visitor/member engagement in the life of the church
- Work with the Pastor of Missional Engagement and the Youth Director to foster relationships with community organizations and global partners to help members engage in works of service, mercy, and missions.
- Schedule and direct the Discovering Hope courses, and work with communications and office staff to ensure that each person interested in membership seamlessly moves through the process
- Assist pastors and staff in connection opportunities, recruiting and equipping volunteers to serve at events such as the First Wednesday Fellowship, Fall Fest, and Summer Lawn Parties
- Work with communications staff to ensure the production of regular content for the website and social media accounts that is accessible for visitors and provides opportunities to discover more about the vision and values of Hope Church
- Regularly assess how members are engaging with fellowship and service opportunities

Other Duties

- Assisting in administrative functions related to Life Groups, Volunteer Recruitment, Stewardship etc.
- Meet weekly with supervisor
- Participate in staff meetings and related events
- Attend an annual conference for training/networking