**Name: Leslie Holmes Department: Care and Connection Position Title: Connections Coordinator**

* **Purpose of the Position:** To glorify God and serve in partnership with Jesus by connecting CMC guests, attendees and members to full life in Jesus.
* **Reports to:** Leslie Holmes, Pastor of Care and Connections
* **Relates Closely With:** Care and Connections Team
* **Responsible for Serving the Following Personnel:** Pastor of Care and Connections
* **Responsibilities of This Position:** To develop and implement a comprehensive connections strategy that extends the compassionate love and radical hospitality of Jesus to those whom God brings to CMC.
* **Primary Responsibilities**
	+ Develop a Connections Team compromised of lay volunteers
	+ Create and implement a comprehensive connections ministry strategy
	+ Oversee the welcome kiosk and first time guest gifts
	+ Cultivate a hospitable environment at CMC that is sensitive to the needs of our guests
	+ Develop and implement personal follow up strategy for connection cards
	+ Coordinate community wide church events that foster transformational relationships
	+ Connect individuals/families with other CMC individuals/families for mentorship and support
	+ Coordinate the creation of new growth communities, life groups and serving communities
	+ Partner with other CMC ministry departments to place volunteers in area of their giftedness
	+ Cultivate community in assigned CMC spaces: Chapel, Gathering Place, Community Café
	+ Work with Elders for the integration of connections ministry
	+ Assist where needed in Care and Connections team
	+ Other duties as assigned by Pastor of Care and Connections
* **Requirements:**
	+ Warm, friendly, outgoing personality
	+ Strongly intuitive
	+ The gift of leadership
	+ Team player
	+ Experience in system development and management
	+ Ability to relate to a diverse group of people
	+ Ability to teach preferred
	+ Experience in the hospitality or marketing preferred
	+ Experience serving in a parish of over 1,000 preferred

**Recommended Work Schedule. 40 hours.**

* + - * + Sunday: 8 AM – 1:00 PM
				+ Monday: 8:00 AM – 5:00 PM
				+ Tuesday: 8:00 AM – 5:00 PM
				+ Wednesday: 8:00 AM – 8:00 PM
				+ Thursday: 8:00 AM – 5:00 PM
				+ Friday: Off
				+ Saturday: Off