**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