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## Connections Coordinator

### Description

Asbury United Methodist Church is seeking a Part-Time Connections Coordinator to join our team. The Connections Coordinator supports the mission and vision of Asbury United Methodist Church by connecting people to Christ through the ministries of Asbury UMC.

### Responsibilities

The Connections Coordinator shall:

1. Work with the pastor and church leaders to develop and maintain a 'guest connection process' that spans time from a guest's initial visit to becoming fully connected in the life of the church.
2. Develop reporting tools to measure success in connecting guests per #2 above.
3. Develop, manage and implement quarterly community life events as an opportunity for guests to connect and build relationships.
4. Connect with activities in the community and gather a group from Asbury to participate
5. Establish and maintain a connections presence for Asbury's social media outlets.
6. Work with ministry teams to ensure that ministry activities are capturing guest information to feed into the 'guest connection process'.
7. Develop and implement processes to match individual's interests, skill, gifts, abilities and passions with appropriate and meaningful ministry opportunities.
8. Assist the pastor to recruit, train and motivate ministry leaders and individuals for service in ministry.
9. Maintain a comprehensive ministry and servant database including descriptions of ministry areas and records of those serving.
10. Report at each regularly scheduled church council meeting statistics on the connection process.
11. Maintain a record of hours worked.
12. Participate in periodic performance reviews.
13. Approve all absences with the supervisor.
14. Perform other duties as directed by the supervisor.

### Qualifications

The Connections Coordinator shall possess:

1. The ability to offer God's hospitality to all, welcoming all who are interested in Asbury and offering grace before everything.
2. Strong communication skills, both verbal and written.
3. Strong organizational and planning skills.
4. Self motivated, goal oriented, outgoing, resourceful and having the ability to work with little direct supervision.
5. Good knowledge of self, including personal and spiritual gifts.
6. Strong computer and social media knowledge. Experience with or willingness to learn data bases or servant management software.
7. Leadership skills that embrace team-based ministry, strong teamwork and interpersonal skills.
8. Work well with all types of people.
9. Have a long-term commitment and passion for service & ministries
10. Ability to initiate and embrace change.

### Employment Type

Part Time

### Duration of employment

Permanent

### Industry

Nonprofit

### Job Location

1500 S Campbell Ave, 65807, Springfield, MO

### Working Hours

10 hours/week

### Base Salary

\$ 346/month

### Date posted

July 24, 2019

### Valid through

December 31, 2019

### WAYS TO APPLY

**Be sure to attach/send your cover letter, resume and application form (application form below)**

You can email your resume and application to [jobs@asburyunitedmethodist.org](mailto:jobs@asburyunitedmethodist.org)

### OR

You can mail your resume and application to us at:

Asbury UMC  
1500 S Campbell Ave  
Springfield, MO 65807

11. Ability to develop and conduct training.
12. Flexibility to work beyond traditional office hours and on Sundays.
13. Commitment to Jesus Christ and let that commitment be apparent through this ministry.
14. Complete child safety training as required by the Asbury United Methodist Church Child Safety Policy and Procedures.
15. Safe Sanctuary certification with the Missouri Conference of the United Methodist Church.
16. Commitment to the values, mission and vision of Asbury
17. Support the interests and activities of The United Methodist Church, The Book of Discipline, United Methodist Theology, and the decisions of the local church's Church Council.

### **Connections Coordinator Full Job Description**

[Job Description-Connections Coordinator July2019](#)