



christ lincoln

Director of Connections

Department: **Ministry**

Wage Type: **Full Time**

FSLA Exemption: **Exempt**

Revision Date: **July 20, 2022**

Responsibilities

The Director of Connections (DC) is responsible to ensure that visitors are connected to the church, members are connected to volunteer opportunities in the Church and people are connected to people. The DC will raise up volunteer leaders who foster a welcoming environment so visitors are able to grow in their faith and develop life long habits of stewardship and discipleship. As visitors transition to membership, the DC will facilitate volunteer opportunity connections based on their God-given talents and abilities and support volunteer leaders as their teams grow. As the family of faith at Christ Lincoln continues its growth, the Director of Connections will facilitate and support connections evaluating their efficacy and intentionality while developing others to serve in the ministry that seeks to connect people to Christ and together grow in His Word. *The DC must ensure that work performance is in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The DWM must lead by example; maintain high core values and CL Mission.*

Supervisor: Director of Ministry

- I. Operate with an Outward Mindset
- II. Evaluate and implement Connections as fits with the overall vision, mission and goals of Christ Lincoln to include a welcoming worship experience and thriving volunteer teams.
- III. Attend staff meetings and retreats.
- IV. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- V. Work within an established and approved budget and seek to remain fiscally responsible in budget preparations annually.
- VI. Encourage a spirit of hospitality in all areas of the ministry.

Recipients: Volunteers, Members and Attendees

- I. Responsible for teams that connect with new members to include ongoing tracking and follow up of their ongoing involvement and engagement with Christ Lincoln and its ministry areas.
- II. Oversee implementation of the Basics Course: communication to congregation, registration and logistics.
- III. Facilitate New Member Sunday so new members are recognized in the worship services and feel welcomed.
- IV. Coordinate Church Directory planning and implementation.
- V. Develop and consistently implement sustainable and genuine methods of appreciation for volunteers.

Coworkers: 211 Sumner Pastor, Sanctuary Worship Pastor, 211 Yankee Hill Pastor, Executive Director of Worship Arts, Ministry Directors

- I. Work with appropriate committees, officers and leaders to carry out the ministry of the church.
- II. Collaborate with those most involved in the worship experience to ensure seamless transitions, appropriate staffing and connection opportunities for all stages of a person's faith journey.
- III. Multiply Leaders.
- IV. Utilize Fellowship One for accurate and timely record keeping and develop appropriate protocols and processes with database capacities.
- V. Partner with the Director of Caregiving to institute a means of discrete support on Sundays for attendees utilizing prayer, Pastoral support and referring to GracePoint as needed.

Direct Reports: Welcome Ministry Coordinator, Cafe Coordinator, Volunteer Leaders

- I. Recruit, develop, mobilize and resource key lead volunteers for 211 Sumner, 211 Yankee Hill and Sanctuary Worship.
- II. Responsible for oversight of Cafe inventory, purchasing and proper cash handling.
- III. Provide opportunities for team development and goal setting for Connections Team and Volunteer Leaders.
- IV. Foster an environment of vision casting and strategy development.

Competencies

The DC shall have the minimum competencies to successfully and efficiently complete work duties. Qualified candidate will possess:

- I. Proven ability to lead and develop staff members, volunteers, and teams.
- II. Strong leadership skills with the ability to build and support a positive team-spirited working environment.
- III. Flexible and adaptive to changes in vision and technology.
- IV. Effective utilization of the Leadership Square.
- V. Strong written and verbal communication skills; respectful, persuasive and passionate communicator with excellent interpersonal skills.
- VI. Ability to manage conflict applying Matthew 18:15 Biblical principles.
- VII. The ability to read, write, and comprehend the English language.
- VIII. Troubleshooting skills to process breakdowns to create and implement solutions.
- IX. Ability to multitask and prioritize daily workload.
- X. Adeptness in matching volunteer giftedness and passion with ministry needs.

Abilities

The Director of Connections should exemplify these skills: Organization, time management, professionalism, a positive attitude, accountability, and respect. The DC must be energized by people with a demonstrated ability for clear communication and vision-casting. A strong sense of direction with an openness to growth is also necessary. The DC should also be able to lead others in a way that maintains excellence and a mission-focused worship ministry. The Director of Connections will be an example of Christian conduct through his/her leadership, be in agreement with the vision, philosophy of ministry, and statement of faith of Christ Lincoln. He/She will set an example in personal devotional life, regular church attendance and participation in the Sacrament of the Altar. He/she will be a motivated, passionate, Gospel driven individual that is committed to excellence. Strong management and authentication personal interactive skills needed. This role also requires discretion, confidentiality, and accountability. Refer all unethical actions to the Director of Staff Engagement.

Qualifications

Five years of leadership experience, volunteer recruitment and leadership preferred. Proficiency in Microsoft applications and Google Suite required. Bachelor's degree preferred. Additional certification and hands on experience can be substituted. Must be able to work as a position required to include Sunday Mornings, occasional evenings, and special services. Some flexibility built-in with supervisor approval. Christ Lincoln membership is required. Entering into or continuing a called status will be arranged for rostered LCMS church workers.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.