



Connections & Discipleship Coordinator

Job Description

Individual:

Accountable to: Director of Ministries

FLSA Classification: Hourly

Supervises: **Connections & Discipleship Team**

Work schedule: Flexible 20 hours per week and must be available for ministry work outside of 8:30 a.m. to 5 p.m., Monday through Friday. Needs to be available for services on Sunday mornings, Contact Work on Mondays, and Team Meeting & Equipping Times.

Fellowship Hi-Crest Mission:

Fellowship Hi-Crest (FHC) exists to walk with others in community through the power of Jesus Christ.

Connections & Discipleship Team Mission: Walking with guests, non-partner attendees, and FHC partners in community through the power of Jesus Christ.

The Connections & Discipleship Coordinator should focus their time and energy on strengthening Connections Ministry by leading the team to identify guests and non-partner attendees both in person and online and then helping them take their next steps with FHC by using the Discipleship Pathway model. They will assist adult discipleship by onboarding and training community group leaders and leading a 10-week discipleship program that helps prepare people for community groups.

Essential Functions:

- Oversee all programming for the Connections Team Ministry
- Provide and Manage a pathway for guests and non-members to be identified, connect, and find community through our serving teams and discipleship opportunities.
- Assist the Director of Ministries in developing and leading a 10-week discipleship program that funnels and helps people prepare for a community group.
- Assist the Director of Ministries in developing and leading an onboarding and training program for new and existing community group leaders.
- Build and retain volunteer teams through recruitment, equipping, and encouragement.
- Engage in building relationships with FHC guests and attendees.
- Shepherd the people on your teams through all seasons of life, guiding them to the next healthy step.
- Maintain online discipleship pathways for people connecting with Fellowship Hi-Crest through our online services and Online Facebook Campus.
- Schedule Volunteer Teams for Weekend Programming and Events.
- Work with the Connections Team to schedule social media posts for the Online Campus.
- Attend FHC staff and leadership team meetings when scheduled.

Other Responsibilities

- Stay current with technology and strategies to provide Sunday Celebration and Discipleship experiences that point people to Christ.
- Monitor progress and completion of projects assigned within ministry areas - faithfulness and undistracting excellence is the goal.
- Monitor program budgets. Report excesses and shortages to the supervisor.
- Provide supervisor with timely reports on budgets, projects, missions, and other areas as requested.
- Commit to personal growth.
- Set an example for others to follow. Church leadership must be a role model and consistently walk with the Spirit. This may be expressed by transparency in a personal relationship with Christ, intense prayer



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life, continual dependence on grace, servant-heart for others, strong teamwork ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

Qualifications, Skills, and Abilities:

- Effective communicator (verbal, written, and body language).
- Successful experience leading staff and motivating teams.
- Related practical experience preferred. Examples include work experience in church, para-church, project management, and leadership development.
- A Heart to see unbelievers and those disconnected from a church connect to the local church and mature in their faith.
- An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks, and limitations in a growing ministry environment.
- Ability to prioritize and manage your work to effectively and efficiently accomplish tasks with excellence.
- Relational – approachable and at ease with listening to and engaging with people.
- A team player – works well with others to reach a common goal.
- A self-motivator who takes the initiative to communicate problems and look for solutions.
- Sound judgment and decision-making skills.
- Strong attention to detail and excellent organizational skills.
- Exhibits credibility and influence. Credibility is the ability to deliver desired outcomes. Do you do what you say you will do when you say you will do it? Influence is others' willingness to follow you.
- Proficient in Microsoft Office Suite and Google Suite (docs, sheets, calendar, etc.).
- Preferred experience with programs like Mailchimp and Canva.

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 pounds,
- Sit or stand for long periods.
- Focus intently on connecting with individuals and listening well.
- Read documents and work for extended periods on the computer.

Work Environment:

FHC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FHC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.



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Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FHC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Team Member Signature

Date

Team Member Print Name