

First Presbyterian Church of Houston
Job Description

Job Title: Director of Connections
Status: Non-exempt, Full-time
Department: Congregational Life
Reports to: Associate Pastor of Congregational Life
Date: 5/30/2017

General purpose of job:

The Director of Connections will integrate people meaningfully into the life of First Presbyterian Church by shepherding people from the first time they visit to when they become a covenant partner and to connect all covenant partners to service opportunities by introducing them to ministries inside and outside the church that use their gifts, skills, and resources for Kingdom work.

Essential duties and responsibilities

- Follow-up with new covenant partners following each class to engage them into the church community (assimilation) and identify ways to utilize their talents & gifts for ministry (mobilization).
- Serve as a connecting point for existing covenant partners to serve meaningfully and strategically with ministries inside and outside the church.
- Provide oversight regarding hospitality for Sunday morning worship and church wide special events which includes greeting, connections information desks, visitor gifts and follow-up. This involves the coordination to print signage, welcome literature, visitor forms, and visitor gifts to help welcome members and visitors
- Train and recruit welcome team volunteers for Sunday mornings and special events that include greeters, connections information desk and ushers
- Engage and track visitors on Sundays and provide weekly follow-up with visitors who fill out visitor forms with an email, phone call or a one-on-one meeting.
- Organize covenant partner classes and joining day luncheons which occur four times a year.
- Update website page on areas connected to serving in the church

Supervisory responsibilities

N/A

Budget Development. The director of connections assists in developing the budget and provides adequate oversight.

Minimum Qualifications:

- Must have a contagious faith, with excellent interpersonal skills.
- Bachelor's degree in a related field or equivalent experience.
- Must have a basic concept and knowledge of the principles and beliefs of the church and be in agreement with them.
- Must have good organizational skills and be able to work on multiple projects at the same time.
- Must have the ability to prioritize and to be flexible.
- Must have the ability to present one's self professionally.
- Must have the ability to maintain confidentiality.

Preferred Qualifications:

- Experience in non-profit environment
- Experience in a church environment
- Experience in Shelby and MS Office products

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. .