

FRIENDS CHURCH

Connections Coordinator Yorba Linda Campus Full-Time

JOB PURPOSE

Develop partnerships with ministry department leaders to implement and sustain centralized strategies designed to 1) substantially increase the number of equipped volunteers for service in support of the vision, values, and mission of Friends Church; 2) connect and assimilate people into the life of Friends Church.

ESSENTIAL FUNCTIONS

- Some of the primary duties of the Connections Coordinator include:
 - Move first-time guests to become fully connected through Section Communities, Connect with Friends, Rooted, Life Groups and Serve Teams.
 - Identify metrics and assess the overall success of the connection process.
 - Assist Discipleship Team Lead in developing systems to determine and address individuals whose involvement is decreasing or is non-existent.
 - Develop and maintain a system to track all connection requests from congregants so all requests are recorded, tracked and followed up by appropriate staff/volunteers.
 - Collaborate with ministry department leaders to facilitate the ongoing assessment of ministry volunteer needs.
 - Ensure accurate tracking of volunteer inquiry-to-placement progress within all departments, partnering with all appropriate church personnel.
 - Update database as necessary and provide quarterly statistical assessments of progress in volunteer placement and retention.
 - Update posted volunteer positions on the Friends Church website.
 - Coordinate various volunteer recruitment initiatives in collaboration with ministry departments and MarCom.
 - Insure proper screening and vetting takes place for each volunteer prior to service.
 - Standardize across departments the onboarding process for volunteers.
 - Support Guest Services Team in facilitating and hosting “Connect with Friends” and work in collaboration on the annual church-wide volunteer recognition event.
 - Maintain a rotational presence as needed during weekend services to assist in connecting guests.

Other Duties and Responsibilities:

- Participate in all-church Group Life series as requested
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a vibrant personal relationship with Jesus Christ and a robust heart for ministry. Must hold to the Foundational Beliefs, Mission Statement, and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field and a minimum three to five (3-5) years ministry experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information with clarity. Ability to identify problems; exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends and holidays as requested.

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. While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.

If this role might be right for you, please send your cover letter and resume to Dana Anderson at danaa@friends.church.