

Fellowship Baptist Church  
Position Description

**Position Title:**     **Connections & Outreach Coordinator** (Part Time)  
**Reports To:**        **Lead Pastor**  
**Supervises:**       **Group Leaders & Guest Services**

**Duties and Responsibilities (as revised November 2018)**

The Connections & Outreach Coordinator will encourage guests of Fellowship to become servants in the Kingdom by 1) caring for our guests during & beyond their visit 2) connecting people in relational groups 3) mobilizing the church to serve our community & beyond, and 4) communicating & coordinating to help the church work together as a team.

**Guest Services**

The Guest Services Team serves others by meeting & greeting guests, distributing & collecting connection cards, introducing guests to friendly members, & walking guests to campus meetings.

- Recruit and train guest service team members.
- Coordinate dates to serve.
- Coordinate follow-up with guests via phone or email within 1 day of attending (e.g. Sunday attendance = Monday phone call)

**Groups**

We want to move people from rows and into circles. This is what groups are all about, building relationships that lead to discipleship.

- Create, encourage, and develop more group relationships (on & off campus).
- Recruit & train group leaders.
- Weekly follow-up with Group Leaders via phone, email, text, or face-to-face. (purpose: encourage leaders, keep up with attendance, hear prayer needs or group concerns, be aware of current teaching material)
- Resource group leaders with group materials.

**Outreach**

We want to serve people across the street & across the ocean, in the Name of Jesus.

- Create more national and international mission opportunities.
- Search out and organize regular community outreach opportunities.
- Maintain a broad, long range planning calendar for church events, projects, and outreach
- Implement procedures and protocol on appropriate spending of mission funds.

**Communication & Coordination**

- Create efficient and effective communication to all members.
- Fill in administrative holes to get the body organized & moving together in the same direction.

### **Traits & Abilities**

- Love for people, including Christians & non-Christians
- Love for Jesus, student of Scriptures, & faithful in prayer.
- Ability to motivate & mobilize others to ministry.
- Organizational skills & instructional ability.
- Willingness & flexibility to adapt to changing circumstances without becoming easily frustrated.

### **Knowledge and Experience**

- Must be an active and involved member of Fellowship Baptist Church.
- Must have clear conversion experience, demonstrate deep commitment to Jesus, know & apply the scriptures, and desire to lead others to the Lord.

### **Expectations**

- Consistent in praying for and giving to Fellowship Church.
- Meetings: 1) Weekly meeting with pastor/staff 2) Monthly Council Meetings
- Integrity & Purity: Honest & sexually pure.
- Abstinence of alcohol, tobacco, & other non-prescribed drugs.

### **Evaluation and Termination**

Performance evaluation for this position is performed by the Lead Pastor at the end of a 90 day probation period and annually during the month of August. Termination is accomplished by recommendation of the Personnel Team and confirmation of the Church Council.

### **Salary Range**

This is a part-time position for 2019, paying \$10,000. This position will be evaluated for effectiveness in October, leading to possible extension or discontinuation in 2020. Recommendation for annual salary thereafter shall be made by the Personnel Team to the Finance Team. After budget compilation, the salary shall be recommended to and approved by the Church Council and the Church Body.