

Connections Director (Part-Time)

The role of the Connections Director (CD) is to oversee the guest connection strategy of RCC under the direction and leadership of the Senior Pastor. The CD will lead guests to a genuine sense of belonging and involvement at RCC by meeting people where they are and leading them to take their next step into our community of faith.

The Connections Director will be responsible for the following:

1. Oversight and Execution of First Impressions Ministry: Responsible for creating an environment that welcomes new guests and provides next steps toward connection.

- Leading, equipping and empowering guest service volunteer teams (ushers/greeters/hospitality/security) to establish a compelling hospitality culture at RCC.
- Working with ministry team leaders to recruit, train and empower volunteer team members.
- Ensuring the Connections Table (info table), signage and key areas are clear, current, and focused on welcoming new people.
- Manage the inventory of hospitality and communion supplies.
- Develop annual budgets for the various ministry teams (ushers/greeters/hospitality, security).

2. Facilitate Guest Follow-up: The CD will design and implement a guest follow-up system to ensure that visitors are plugged in to RCC.

- You will work with our contact management database to ensure visitor information is logged and maintained in a prompt and organized fashion.
- Develop and maintain a follow up strategy for first time visitors. Including emails, letters, phone calls, text.
- Explore ways we can utilize social media (Facebook, etc..) to reach new people and allow guests to schedule a visit.

3. Coordinate Starting Point Class (membership): The CD will oversee all duties related to hosting and facilitating quarterly membership class.

- Ensure that Starting Point class is scheduled routinely throughout the year.
- Act as host of the event ensuring that rooms is set up, materials are printed, meal is catered, etc...

Additional Expectations:

- Attend weekly staff meeting and other all-staff functions
- 20 hours per week (Sundays required)