



JOB DESCRIPTION: *Connections Coordinator*

STATUS: Part-time (15-20 hours a week), telework eligible with Tuesday or Wednesday (Wednesdays preferred) half-days in-office hour requirements

RELATIONSHIPS:

- Reports To: Director of Ministry Engagement
- Works Closely With:
 - Director of Communications and Data
 - Pastor of Community Life

UPDATED: December 2024

POSITION SUMMARY

The Connections Coordinator will assist the Director of Ministry Engagement and Director of Communications and Data to maintain an accurate, useful church management database system (Connect) by providing primary administrative support for system use across the congregation and staff with a focus on data entry and maintenance.

ROLES AND RESPONSIBILITIES

1. Data Management
 - a. Build and run database reports for staff members and ministry leaders as needed
 - b. Routinely process Session meeting minutes and new member process documentation for membership status updates
 - c. Provide timely assistance to congregants who have questions or needs related to the Connect system
 - d. Support the congregational nursery rotation through membership roll maintenance
2. Connections Ministry
 - a. Update Keeping Connected Pads and execute attendance data entry
 - b. Process physical and digital Connect cards by creating new database profiles and initiating ministry follow-up
 - c. Maintain newcomer and new member follow-up queues
 - d. Maintain Newsletter sign-up form and process submissions
3. Ministry Support
 - a. Support ministries in maintaining accurate records for serving and managing volunteer schedules



- b. Safeguarding Policy - Provide administrative support for the Safeguarding policy; helping track all volunteers across the church for references, signed safeguarding policies, and background checks
 - 4. Community Life
 - a. In collaboration with the Director of Communication and Data, provide support for congregational care through maintaining shepherding related data and Connect system queues
 - b. Execute routine administrative tasks in support of Community Group ministry efforts
 - 5. Engagement in staff-wide events including Wednesday morning meetings, trainings, and devotionals and optional attendance for overnight retreats
 - 6. Other duties as assigned.
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POSITION REQUIREMENTS

1. Sinner saved by grace.
2. Exemplary life as delineated in 1 Timothy 3 and Titus 1.
3. Passionate about the vision and grace-driven philosophy of MPC.
4. A commitment to Christ's Church as demonstrated by membership in a local church.
5. Embody and multiply our church culture: a) Focus – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) Family – We love our church family – and we want to love each other well; c) Fun – God rules and reigns so we can enjoy the ride.
6. Strong software knowledge/experience to include MS Excel, MS Word and Connect (or other similar database system.)
7. Excellent written and oral communication skills.
8. The ability to be highly organized, detail oriented and able to multitask. Provide sensitivity and empathy when interacting with staff, leaders and congregants.
9. Able to keep information and conversations confidential.
10. Ability to network and communicate with church leadership and members.

Interested applicants should submit a cover letter and resume to Ashley Guinn Taylor, the Director of Ministry Engagement at ashley@mcleanpres.org.