

CHURCH ONMORGAN

A Table of Edenton Street UMC

POSITION DESCRIPTION

Position Title: Director of Connections, Church on Morgan
Reports to: Director of Operations, Church on Morgan
Position Supervises: Various Volunteer Teams
FLSA Classification: Full-Time (Exempt)
Expected Start Date: June 1, 2018

SUMMARY

The Director of Connections is in many ways the face of Church on Morgan (CoM) and the first staff member most guests will likely meet. The primary responsibility of this position is to establish a culture of engagement at CoM through the management of a number of systems and teams that help individuals move quickly from anonymous to known and guests to members in our growing church. This individual will be a natural connector, have a passion for the church's vision, and the ability to clearly articulate and promote the programs we offer.

ESSENTIAL FUNCTIONS

1. Sunday Worship
 - Assist in worship planning, evaluation, and leadership including items like the welcome, announcements, and call to worship most weeks.
2. Hospitality
 - Establish a compelling hospitality culture at CoM through vision casting and evaluation.
 - Recruit, train, schedule, huddle, and celebrate hundreds of hospitality volunteers.
 - Manage the inventory of hospitality supplies & provisions.
 - Develop annual hospitality budget.
3. Guest Services
 - Work with staff and leadership teams to design and implement an attractive guest services space.
 - Manage guest data collection & integration with discretion and judgment.
 - Implement comprehensive guest follow-up and assimilation systems.
 - Develop a guest services team.
4. Connection Events
 - Manage external event requests and hospitality by offering tours, scheduling necessary personnel, and day-of hosting.
 - Plan and lead low-commitment opportunities for individuals to meet such as study halls, happy hours, and Sunday suppers.
 - Coordinate by-monthly membership interest dinners, joining dates, and member assimilation.

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JOB QUALIFICATIONS

- Disciple of Jesus Christ with an enthusiasm for making disciples.
- Strong cultural fit with the core values of Church on Morgan.
- Knack for networking and excels at building relationships.
- Strong administrative and organizational skills.
- Enjoys and has an aptitude for public speaking.
- Thrives in a team environment.
- Proven ability to manage projects from start to finish.
- Hard-working self-starter.
- Energized by a rapidly changing and dynamic environment.
- Excellent written skills.
- Sales or hospitality experience a plus.
- Bachelor's degree a plus.
- Competencies in MS Suite, Wordpress, Mailchimp, and Planning Center a plus.

PHYSICAL DEMANDS

Please check (✓) the areas that predominately apply.

Physical Factors	Carrying
<input checked="" type="checkbox"/> Standing Still	<input type="checkbox"/> Up to 10 lbs.
<input checked="" type="checkbox"/> Standing/Moving About	<input checked="" type="checkbox"/> 10 - 20 lbs.
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> 20 - 50 lbs.
<input checked="" type="checkbox"/> Climbing	<input type="checkbox"/> 50 - 100 lbs.
<input checked="" type="checkbox"/> Bending (stooping/crouching)	<input type="checkbox"/> 100+ lbs.
<input checked="" type="checkbox"/> Kneeling	
<input type="checkbox"/> Crawling	
<input checked="" type="checkbox"/> Reaching	Lifting
<input checked="" type="checkbox"/> Handling	<input type="checkbox"/> Up to 10 lbs.
<input checked="" type="checkbox"/> Talking	<input type="checkbox"/> 10 - 20 lbs.
<input checked="" type="checkbox"/> Driving	<input checked="" type="checkbox"/> 20 - 50 lbs.
	<input type="checkbox"/> 50 - 100 lbs.
	<input type="checkbox"/> 100 + lbs.
Hearing	Push/Pull
<input checked="" type="checkbox"/> Normal Noise Level	<input type="checkbox"/> Up to 10 lbs.
<input checked="" type="checkbox"/> Occasional Loud Noises	<input checked="" type="checkbox"/> 10 - 20 lbs.
<input type="checkbox"/> Constant/Very Loud Noise	<input type="checkbox"/> 20 - 50 lbs.
<input type="checkbox"/> Constant Low Level Noise	<input type="checkbox"/> 50 - 100 lbs.
	<input type="checkbox"/> 100+ lbs.

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Hazardous Conditions

- Respiratory Irritants
- Skin Irritants
- Allergic Irritants
- Wet Work- Hands
- Wet Work-Feet
- Operation of Heavy Equipment
- Working in High Places
- Climbing Ladders
- Use of Sharp Utensils
- Use of Electrical Equipment
- Exposure to Blood and Bodily Fluids

Visual Demands

- Vision Essential
- Vision Not Essential

Environmental Demands

- Indoor
- Outdoor
- Hot Environment
- Cold Environment

The preceding is intended to describe the major requirements and the duties of the position. It is not an exhaustive statement of all the duties, responsibilities or requirements. Edenton Street United Methodist Church retains the discretion to add or change the job duties at any time.

Approvals:

Employee

Date

Supervisor

Date