

Position Title: Connections Ministry Coordinator
FLSA Status: Non-Exempt, Full Time
Supervisory: No
Reports to: Associate Pastor – Young Adults, Diversity, Connections

Summary Description

The primary purpose of the Connections Ministry Coordinator is to identify, recruit, equip and oversee the teams of servant leaders and volunteers and to create an atmosphere and environment of radical hospitality for all at Floris UMC, with a focus on new guests. The Coordinator is responsible for managing ministry teams and volunteers that support weekly worship, church events, programs and hosted events at Floris UMC. The Connections Ministry Coordinator also develops and implements a strategic plan to invite and encourage guests toward next steps for connection and spiritual growth.

The ideal candidate for this position will be professional and have a passion for hospitality, service and community events. With a servant's heart and team spirit, this individual will need a can do attitude, be creative and love working with people.

Duties

- Recruit, train, motivate and retain volunteers and ministry teams in all areas of member and guest connections, guest services and event management.
- Create a culture of radical hospitality by welcoming, inspiring, informing and serving guests.
- Create ways to engage and connect new guests with people and groups at Floris to make them feel welcome and have a sense of belonging.
- Implement an effective strategy to welcome and encourage all guests at Floris toward next steps for connection and spiritual growth, including overseeing our new member process to follow-up with guests.
- Community interface and community focused event development and management, including but not limited to, Trunk or Treat, annual picnic, Bi-District Training Day and other hosted events; vendor procurement and management.
- Budget management and analysis of connections related expenses for reforecast and future budget development.
- Building use coordination for church-wide events including working with Facilities for set-up and clean up in conjunction with ministry teams and coordination with external organizations.
- Kitchen management including the implementation of policies and procedures, training and maintenance.
- Work with Communications staff to coordinate information for events and opportunities related to Connections.
- Coordination of Shuttle buses needed on identified dates.
- Other duties as assigned

Qualifications

- BA or equivalent required.
- Strong volunteer recruitment experience and ability to identify volunteers for a variety of opportunities.
- Excellent communication skills, including writing, speaking and ability to articulate a creative vision.
- Strong people skills to engage personally with new guests and the congregation.
- High energy and the ability to energize team members and cast vision.
- Event planning experience within a non-profit, church or corporate setting preferred.
- Ability to work in conjunction with staff, volunteers and community leaders with a focus on hospitality.
- Flexible work schedule, including nights and weekends as necessary.
- Committed to spreading the love of Christ through hospitality.
- Proficient in Microsoft Office products, including Excel, Word and Outlook.