

Title: Connect Coordinator

Reports To: Connect Director

Last Updated: April 2024

Objective:

The Heights Church exists to make disciples of Jesus for the renewal of Denver. The Ministry Coordinator will create an environment of excellent hospitality and execute the assimilation process of the Heights and all connection events so that people can meaningfully connect to the life of the Heights.

Hours: Full time

Responsibilities:

Hospitality & Assimilation (Total:14-17hrs/week)

Assist in creating a hospitable environment in our weekend gathering (3hrs)

- Make sure all hospitality environments are ready to receive people
 - Maintain organization in our connect spaces
 - All supplies stocked and maintained during the week

Manage the Connect Team (12hrs)

- Send out new schedules, add new team members to the schedule, fill gaps as needed
- Preparations for the Sunday team each week
- Invest in current team members
- Invest in current team leaders and develop new team leaders
- Lead Sunday volunteer connect team(s).

Manage all systems and processes that support The Heights Church's assimilation process (5-8hrs)

- Clear and timely communication and follow-up after connect events (Sunday gathering and Connect Class)
- Ongoing follow-up to help people get meaningfully connected
- Tracking and maintaining up-to-date data and metrics related to assimilation

Be a welcoming presence for new people at the Heights (3hrs)

- Average of two coffee meetings per week

Schedule and manage the In-Service Communion Team (1hr)

- Schedule communion servers and giving ushers
- Manage the schedule and fill in gaps as needed

Events (2hrs/week)

Plan, execute and follow-up on "Connect" events in the life of the Heights

Recurring Connect Events:

- Connect Classes (1x month)
- Leader Nights

One-Off or Annual Events (Connect, Church-Wide or Staff related)

- Easter Weekend
- Fall Kick-Off
- Member Nights 2x/year
- Leader Retreat Logistics
- Staff Retreat Logistics
- Christmas Eve Service (planning & preparation)

Participate in Staff Rhythms & Training (5 hrs/week)

- Participate in staff meetings and rhythms such as staff lunch, staff meetings, staff prayer, staff retreats*, quarterly staff dinners*, etc.
- Weekly meeting with supervisor (45 mins)

Other Duties As Assigned:

One of our leadership behaviors as a staff is that we “Do whatever it takes,” and often ministry requires us to complete tasks that are outside of our job description.

Expectations:

Communication

- Effective communication is a simple yet critical component to effective teamwork and ministry. When it comes to expectations, schedules, responsibilities, email, and the like, we strive for clear and frequent communication and expect all team members to do the same. Practically, this means responding to emails, texts, and phone calls, giving advance notice when special circumstances prevent expectations from being met, and updating their overseeing pastor of the progress of projects and tasks.

Dependability

- Since we place a high value on teamwork, the dependability of each team member is of utmost importance. We expect all team members to demonstrate exceptional dependability and consistency. Practically, this means taking full ownership over assigned areas of responsibility, completing assignments and projects excellently and on time, and prioritizing availability during the agreed upon times. This also means that though we all have specific responsibilities, at the end of the day, the entire team does whatever it takes to accomplish what the church needs done, whether that be setting up chairs, running errands, or taking out the trash.

Growth

- We value the spiritual, personal and professional growth of every person on our staff. As a staff member you can be expected to be cared for, developed and invested in. We are looking for staff members who will
- take advantage of that investment while also pursuing opportunities for spiritual and professional growth on their own.

Relationships within the Heights Team:

- I receive input from: Connect Director

Accountability:

- Weekly 1-on-1 with supervisor Coaching
- Monthly 1-on-1 with supervisor for MOE
- Quarterly 1-on-1 with supervisor for Review

Compensation:

- Pay Range: \$48,000-\$64,000 Annual Salary

- Time Off/Sick Days
 - 15 days per year, including 4 Sundays
 - Sick time as needed.