

**Title: Connections Coordinator**

**Part Time Position: 15-20 hours per week**

**Reports to: Senior Pastor**

**Job Description**

The Connections Coordinator helps accomplish the mission and vision of Fountain of Life by establishing relationships with congregation members and visitors, identifying spiritual gifts and connecting them to other members, ministries, and our discipleship process.

**Key Accountabilities**

1. Connect members and visitors to other members, ministries, and our discipleship process.
2. Oversee the welcoming of visitors, Visitor Connection Team, and follow up with worship guests.
3. Coordinate and schedule Sunday morning service assistants.

**Duties and Responsibilities**

- Establish relationships with congregation members and visitors and provide connections to other members and ministries.
- Oversee the welcoming of guests, including Welcome Area, Greeters, Visitor Connection Team, and follow up.
- Identify spiritual gifts, interests, and abilities of those who desire to serve.
- Coordinate worship support volunteers and provide weekly checklist - *(ushers, tellers, communion assistants, visitor connection team, greeters, elder assistant, readers and altar care)*.
- Available for special services such as Advent, Lent, Christmas, Weddings, Funerals, etc.
- Coordinate special events such as funerals and weddings.
- Coordinate with staff and other ministry teams
- Participate in weekly staff meetings.
- Communicate prayer requests to the Pastor of Care.
- Coordinate the New Member process with the Senior Pastor and New Member Team.
- Communicate with the Meal Team Ministry when congregation members require support.
- Organize Baptism information and supplies.
- Maintain Church Database - Breeze.
- Prepare attendance reports.
- Coordinate room set up for Sunday mornings.
- Ensure pews supplies are stocked.
- Other duties as assigned.

**Inquiries**

Interested candidates should submit a resume detailing their experience and interest in the role to:

**Pastor Elliott Lutz, Senior Pastor : [Pastor@folcp.com](mailto:Pastor@folcp.com)**

**Fountain of Life Lutheran Church & Preschool**

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