

Position: Campus Connections Coordinator

Reports to: Campus Pastor

Central Partner: Central Connections Director

Job Location: Campus

Position Type: Full-Time

Summary of Position: The Connections Coordinator will be responsible for ensuring that attenders at their campus are welcomed effectively and can easily take next steps to become more engaged with the church.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group, serving, and tithing at Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- A Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings.
- Proficient in both written and verbal communication.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

Responsibilities

- Provide leadership for the Campus Welcome Team. Including weekly volunteer recruitment, scheduling, encouragement, and equipping as stated in the Welcome Team E.P.O.D.
- Ensure the Resource Center and coffee areas are adequately stocked and ready to serve attendees each Sunday.
- Attends weekly Campus Team meetings and Connection Team meetings at the Central Offices.
- Provides leadership as needed for special Sunday support initiatives (cards in seats, donuts etc.).
- Provides leadership and ensures the following processes are adequately resourced and are taking place effectively as designed by the Central Connection Team
 - First-time guest experience (Partnering with CP on post service reception)
 - Baptism registration and follow up process
 - Group and class registration
 - Monthly Serving Class (ServeLink)
 - Starting Point/Membership registration and follow up process
 - Central New Believer resourcing
- Works closely with the Campus Pastor and team to ensure that annual connection goals and action plans are kept current throughout the year.
- Facilitate the benevolence ministry needs at your campus utilizing Central benevolence guidelines.