

## **Position: Central Connections Director**

**Reports to:** Executive Pastor of Discipleship and Engagement

**Job Location:** Central Offices

**Position Type:** Full-Time

Summary of Position: The Connections Director will be responsible for creating church wide processes to ensure that attenders 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 Central Connections Team, including the Associate Connections Director
- Provide training and resourcing for Campus Connections Coordinators with items Including: weekly volunteer recruitment, scheduling, encouragement, and equipping
- Oversee vision, expectations, and ongoing maturation of regular ReachTeam Orientations.
- Visiting each campus routinely to ensure quality resourcing and implementation is taking place
- Ensure the Resource Center and coffee areas are adequately stocked and ready to serve attendees each Sunday
- Work with Connection Coordinators and/or Campus Pastors to maintain accurate and updated and Group listings in Rock
- Attend the Central Discipleship Ministries team meeting and lead weekly Connection Team meetings.
- Provides central leadership as needed for special Sunday support initiatives (cards in seats, donuts, communion, etc.)
- Provides leadership to ensure Connection Coordinators are trained, resourced, and equipped for the following areas:
  - Welcome Team (Parking, Coffee, First Time Guest, Greeters, Resource Center)
  - Next Steps on-ramps and follow up processes (Starting Point, Baptism, Groups and Classes, Serving)
  - Central New Believer resourcing
- Work with the Campus Pastors and team to ensure that annual connection goals and action plans are kept current throughout the year
- Maintain the Central Connections Budget
- Other duties as assigned