

**The Lutheran Church of Webster Gardens**  
**Ministry Description**  
**Coordinator of Connections**

**Our Mission:** To develop disciples who Know and Enjoy God in Worship,  
Read and Reflect on Scripture,  
and Serve and Share the Gospel.

God's intense desire is for every believer to be connected to Him and connected to other believers for His Kingdom to grow. The Coordinator of Connections will be a strong leader possessing a passion to connect people to Christ and His Church. This position will be assertive in pursuing opportunities and methods for discipling people from first contact to membership, and engaging people in ministry so that they may grow as disciples in relational groups and ministries at Webster Gardens.

**Reports to:** Pastor of Family Ministry

**JOB ACCOUNTABILITIES:**

1. Coordinate, manage, and track all contacts/visitors/prospects from first contact for 6 months. Lead and support staff, core ministries, and volunteers with these primary efforts.
  - a. Facilitate new guest engagement through worship and Bible class participation to membership through Webster Connects. What We Believe, and Belong/Believe/Become new member classes
  - b. Integrate prospects/new members into existing small or neighborhood group ministry to foster a sense of belonging and create relational connections within the congregation.
  - c. Develop and implement processes that engage people to serve in ministry, either internally through ministry service at Webster Gardens or through iServe opportunities that directly serve our community.
2. Develop and lead the Connections Ministry Leadership Team who:
  - a. Recruit/train/lead Connections Ministry volunteers.
  - b. Collaborate with ministry team to develop annual Connections Ministry Goals/Strategies.
  - c. Regularly evaluate progress against goals/objectives and adjust course if needed.
  - d. Develop teams of leaders and volunteers so that people who come onto our campus will feel welcomed and experience a sense of belonging.
    - i. Connections Ministry Leadership
    - ii. Greeters
    - iii. Coffee Fellowship
    - iv. Kids' Bags
    - v. Special Events (Christmas Hot Chocolate Bar, etc.)
3. Develop/implement effective and regular communication and materials that guide guests toward membership.
4. Be the primary user and trainer of MyWebsterGardens connections process queues or other platforms to facilitate engagement of staff and volunteers with guests and new members.
5. Oversee efforts to keep visitor/prospect/member database in myWebsterGardens updated to facilitate new guest and member engagement.

**QUALIFICATIONS/SKILLS:**

- a. A self-starter and learner, eager to research and implement effective processes for reaching guests and connecting them into the ministry of the church
- b. Ability to cast vision and recruit and develop volunteer leaders to provide organizational leadership
- c. Passion to form, develop and invest in relationships with staff, volunteers, and guests
- d. Ability to use metrics to track and evaluate ministry performance

**PERSONAL CHARACTERISTICS:**

- Commitment to Jesus Christ (personal faith and devotional life).
- A Christ honoring lifestyle marked by service, generosity, joy, bible study and prayer.
- A growing passion to shepherd others in their walk with God.
- Solid commitment to the authority of Scripture.
- Clear personal and professional vision.
- Sets example and serves as role model in personal life.