



March, 2020

POSITION DESCRIPTION: CONNECTIONS COORDINATOR

Accountability & Support: Reports to Director of Adult Ministries

Ministry Responsibilities Summary:

The Connections Coordinator will work with the Director of Adult Ministries to develop and implement a strategy at Trinity for people to find community and make interpersonal connections through small groups and ministry opportunities.

Primary Duties (80% of time):

Connecting People to a Small Group and/or a Mission or Ministry

Help people to join small groups and/or missions or ministries, so that it becomes easy for new people to get connected. This will entail creating clear communication (found both on church campus as well as thru digital media, including the church website) on how one engages these opportunities, and joyfully interacting with people, often newcomers, to find the right fit for them.

Provide opportunities for the congregation to get involved in a small group. For example, implementing a "Small Group" Sunday for the purpose of starting new groups, promoting small groups, and showing appreciation for Small Group leaders.

Partnering with our Equipping Ministry Team to help connect people to appropriate service opportunities.

Partnering with and leading our Small Group Ministry Team to provide direction for our Small Group Ministry. This team will help facilitate our quarterly "Small Group Leader Gathering," where we create space to pray, equip and support our small group leaders. Work with our small group coaches.

Secondary Duties:

Empowering and Training our Small Group Leaders and working with our Equipping Team

Help new leaders start small groups. It will entail a process of how new groups get started. This includes networking and communicating with different ministry teams to help find potential new leaders by assisting our different ministry programs to start new small groups for those that attend various events, classes and studies.

Work with our Adult Ministry Administrative Assistant to maintain the database of these connections for our leaders and members.

Find appropriate curriculum and resources for the various categories of small groups: marriage, single parents, families, moms, etc.

Work with our writing team and pastoral staff to update our weekly sermon-based small group questions.

Description of Schedule: 10 hours per week; in which at least 4 hours are in the office. Meet weekly with Director of Adult Ministries and/or Adult Ministries Administrative Assistant, and bi-monthly with the Small Group Ministry Team.

Training Required: Attend regional and national training events as time and funds permit. Be familiar with texts and resources on small groups and be trained in the ShelbyNext database.

Accountability & Review: There will be an annual review with the Director of Adult Ministries.

Job Qualifications:

Skills & Competencies

Outgoing people-oriented person

Strong communication, facilitation, and organizational skills

Thrives on responsibility, multi-tasking, and leadership

Effective training and coaching skills

Proficient user of Word and Excel, has the ability to quickly learn the church database system (ShelbyNext)

Personal Qualities

Is a Leading Believer: Vibrant relationship with Christ, established in the basics, ready to disciple others

Is an outgoing person who is flexible, creative, able to lead, self-motivated, is honest, and has a good sense of when to talk and when to listen

Knows their spiritual gifts and can help encourage others towards a “gifts-based” mentality

Lives a life that models Christian character, spiritual leadership and a growing relationship with Jesus Christ

Experience & Education

Ministry experience, spiritual development, or volunteer management preferred

Experience, passion, sense of call and relevant spiritual gifts will transcend education

Work Environment/Method/Styles: Administrator, Conceptualization, People Oriented, Teacher/Facilitator, Can Work Independently, Can Work with a Team

Desired Spiritual Gifts: Administration, Discernment, Encouragement, Leadership, Shepherding/Disciple Maker, Wisdom

Initial Annual Goals:

1. Get to know the small group leaders and help develop new small group coaches.
2. Organize a “Small Group Sunday” for the purpose of starting new groups, promoting small groups, and showing appreciation for Small Group Leaders.
3. Networking and helping different ministry teams form new small groups for those that attend various events, classes and studies.
4. Partnering with our Equipping Ministry Team.

To Apply: Please send your resume to alix@tupcsa.org

Alix Riley, Director of Adult Ministries

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