

SOUTHWOOD PRESBYTERIAN CHURCH

Job Title: Connections Director
Reporting Relationships: Pastor of Adult Ministries
Employment Status: Salaried/Full-time/Exempt

Position Summary

The Connections Director helps to connect current and potential members of Southwood to the mission of God and the life of Southwood in all areas, especially to one another (via Sunday mornings and Grace Groups) and to our neighbors (via local and global mission partners).

Principal Job Responsibilities

To One Another:

- Connect Everyone at Southwood into a Grace Group
 - Collaborate with the Adult Ministries Team to develop a calendar and pathway for Grace Group engagement, ensuring group options are easily accessible and clearly communicated.
 - Engage with disconnected individuals, especially new attendees, on Sundays and beyond to help them find a suitable Grace Group
 - When necessary, partner with "front-porch" ministries leadership to ensure logistical support for connecting participants to the broader church community
 - Ensure consistent communication with GG leaders to maintain an up-to-date database of participant involvement, identifying and facilitating optimal connections within their groups
- Welcome and Connect Guests and New Members at Southwood
 - Follow up with visitors and Welcome Class participants to ensure they feel welcomed and connected, engaging others in following up to broaden the welcoming efforts
 - Regularly check in with new members to ensure they are feeling connected and supported
 - Serve as Staff Liaison to the Host Team on Sunday Mornings, by equipping coordinators and volunteers and allowing pastors to focus on their duties

To Local and Global Community:

- Connect Grace Groups to Mission Partners
 - Assign local and global mission partners to Grace Groups annually
 - Regularly connect with Grace Group leaders to encourage and support their relationships with assigned partners and offer opportunities to serve locally and globally
- Support Missions Commission Relationships with Partners
 - Help lead Missions Team in developing healthy relationships with mission partners and communicating effectively with staff, team, and partners
 - Receive and recommend support requests and service/mission trip opportunities from existing and potential mission partners to the Missions Commission
- Serve Alongside Deacons to Care for those in Need
 - Maintain a community resource database to help with various needs
 - Assist Deacons in connecting members and walk-in neighbors with partners and resources

Qualities Required

- Visible relationship with Christ and heart for his Church's mission in the world
- Southwood member committed to Southwood's vision, mission, and Core Commitments
- Ability to work collaboratively with church leadership, Deacons, and members
- Strong organizational and leadership skills
- Excellent communication and interpersonal skills
- Knowledge of budget management and strategic planning
- Strong administrative skills including competency in Microsoft Office Suite products (or their equivalent)