



## Job Description

**Position Title:** Connections Director  
**Reports To:** Executive Pastor  
**Revised:** 4-3-2018

**Department:** Next Steps  
**Status:** Full Time  
**Pay:** Salary, Exempt

### POSITION DESCRIPTION

Our staff at The Pursuit is made of people who have a desire to push the boundaries of what it looks like to reach people far from God. We are committed to constantly evolving in our organization so we can remain effective in our mission as we grow. If you have a passion to make the local church the most welcoming and inviting place on the planet, this may be the job for you.

The role of the Connections Director is to provide overall leadership, development, and direction as it pertains to the guest experience when people attend The Pursuit as a newcomer. The Pursuit has a strong vision to create a space in Minot where everyone is welcome in hopes that all will come to know Jesus. The Connections Director will ensure this happens by creating systems and empowering people to create an experience where people don't just *hear* about the gospel, but they *experience* it in real, tangible ways.

At The Pursuit, we have 3 staff core values that determine the success of your role: 1) reliance upon God, 2) making things better, and 3) getting others involved. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

### RESPONSIBILITIES

- Connections
  - Strive to keep getting better as a church to be the most welcoming place on the planet.
    - Create a culture of excellence.
    - Be a student of current guest services best practices from innovative customer service focused organizations.
  - Oversee communications pertaining to the first-time guest (stories, all-church promotions, webpage, etc).
  - Ensure that signage and key areas are clean, current, and focused on new people.
  - Collaborate with the Next Steps team & Groups Pastor to ensure information areas are focused on first-time guests.
  - Encourage other ministries to continually champion the core value "Take Next Steps."
    - Help newcomers take their *first* step to get engaged beyond attending a Sunday service, whether that be through joining a group OR a serving team.
    - No matter the way a newcomer decides to engage, whether that be through serving or joining a group, their experience in either of these circles should

point them toward the other because (1) attending a service, (2) being part of a group, & (3) using our gifts to serve are the best ways we know to help people grow in a relationship with Jesus.

- For example, if someone joins a serving team but is not in a group or not regularly attending a service, our culture and training should ensure that they are hearing from their leader to continue to take next steps.
- Provide Connections support at Pursuit events, as needed.
- Create an environment and system that is conducive for plugging people into the local church.
- Create and continuously improve follow-up methods to ensure that newcomers are plugged in to The Pursuit through either a serving team or a community group.
  - Use Rock RMS to track and automate communication to the extent that it is appropriate.
  - Continually gauge and evaluate on-ramping effectiveness of people who go from attending to getting connected into our local church.
- Leading Leaders
  - Lead the team of leaders who are creating a welcoming environment for people to encounter Jesus on Sundays and other key events. The teams include experience prep, parking lot greeters, indoor greeters, ushers, coffee, security, and Next Steps.
  - Organize and connect with the team leadership to ensure team members are engaged and are cared for adequately.
  - Collaborate with team leaders to recruit, train, and empower team members.
  - Continually cast vision to the Connections Team on why their role is so vital to the mission of The Pursuit.
    - Celebrate successes.
    - Coach toward excellence.
  - Lead your team to connect with people and be aware and available for moments that God is working on Sunday morning.
  - Coordinate with team leaders to measure and monitor team member connections.
- Leading Key Moments/Special Events
  - There are times when we have to go above and beyond a normal workweek. We define these special events as “all-in” moments because of the potential for greater influence in our local community. (Easter, Christmas Eve services, Outreach events, etc.)
- Other
  - Keep track of and purchase the supplies needed on a weekly basis and ensure they are always available on Sunday.
  - Organize supplies and keep up to date.
  - Attend staff meeting, department meeting, staff development, and one-on-one with supervisor.
  - Connect weekly with your volunteer team leads.
  - Other duties assigned by Lead Pastor and Executive Pastor.

## **POSITION REQUIREMENTS**

- Committed to growing and developing in your faith in order to lead and influence others in their faith.
- Be a leader of leaders.
- Create opportunities for people to serve and get involved.

- Have exceptional interpersonal and communication skills with staff, volunteers, and church attendees.
- A strong sense of ownership and the desire to see things done with excellence.
- Ability to prioritize and manage your own schedule.
- Competency in Microsoft Office software as well as the ability to learn and use other programs as needed.
- Demonstrated ability to accomplish events.
- The ability to work collaboratively as a member of a team.
- Must be a self-starter that doesn't need micromanaging.
- Highly organized.
- Willingness and desire to move forward with limited information and limited resources.
- Delegate, delegate, delegate.

### **PERSONAL AND SPIRITUAL REQUIREMENTS**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle.
- Models standards and expectations of leaders within The Pursuit, including
  - Ownership of The Pursuit church.
  - Abstain from illegal substances and excess alcohol.
  - Use Social Media responsibly.

### **COMPENSATION AND HOURS**

- This position is a full-time salary position.
- Compensation will be based on experience and qualifications of the applicant.

### **REVIEWS**

- Monthly Review/Evaluation/Communication with Executive Pastor

### **TO APPLY:**

Sign and date the job description below and send with a current resume to [hello@thepursuitminot.org](mailto:hello@thepursuitminot.org)

### **ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation. I understand and agree to the pay, vacation, benefits, direct report, and review process above.

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Applicant Signature/Date

\_\_\_\_\_  
Management Signature/Date