



CONNECTIONS MINISTER

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for the execution of an assimilation and membership strategy that helps each person identify and take their next step in following Jesus.

DEPARTMENT Adult Ministry	PRIMARY DUTIES AND RESPONSIBILITIES
REPORTS TO Minister to Adult Ministry	1. Develops and facilitates the systems and processes to assist each person in determining their next steps. i.e. Join a group, Membership, Pastoral Care, Serve, Baptism, etc.
DIRECT REPORTS Volunteers	2. Serves as the primary champion for church membership, ensuring a proper understanding and promoting the value of membership to our staff, elders, and congregation.
WORK WEEK Sunday-Thursday	3. Leads team of volunteers, staff, and elders who lead our membership classes and process.
HOURS PER WEEK 40	4. Develops and oversees an annual spiritual assessment that helps people evaluate their spiritual growth and take next steps of growth.
FLSA Exempt	5. Oversees the operation of Connections Central and the volunteer team that serve in the ministry.
JOB CLASS Professional	6. Develops and executes a strategy to engage online congregants in our connections process.
MINISTER DESIGNATION Yes	7. Ensures the faithful stewardship of each connection; making sure each person is followed up with sufficiently.
DRIVING REQUIRED No	8. Contributes to the Adult Ministries team through participation in team meetings.
	9. Assist in developing the budget in coordination with the Adult Ministry team.
	10. Provides all new volunteers in Connections Ministry with complete onboarding process, including volunteer application, screening, interviewing, and training.
	11. Assists with weekend services and pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
	12. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university. Ministry related degree preferred.
2. Three (3) years of experience in recruiting, training, and leading volunteer teams.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of biblical theology as it relates to ecclesiology and church membership.
2. Knowledge of budget development, expense tracking/reporting and administration.
3. Ability to identify opportunities for improvement within existing systems and effectively implement contextualized solutions.
4. Ability to develop leaders and team members for effective ministry.
5. Ability to build and promote a team culture through collaboration and motivating team members.
6. Ability to plan, organize projects and prepare detailed reports and presentations.
7. Ability to use computers and a variety of software applications.
8. Ability to work independently with limited supervision.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED/REVISED: November 2020