HENDERSON HILLS
BAPTIST CHURCH

Connections Director

The Connections Director is responsible for creating a hospitable environment by welcoming guests, and helping them connect with the body of Christ at Henderson Hills so that they might grow in the Lord Jesus and glorify Him. Through consistently reaching out and offering opportunities for guests to meet others, pursue membership, and begin serving; the Connections Director provides a pathway for visitors to flourish as members of HHBC.

Department: Connections

Reports To: Congregational Care Director

Hours: 20+

Responsibilities:

- Welcoming guests when they visit.
    - Recruit and lead volunteers to create a welcoming environment in the lobby and worship center.
    - Manage communication to guests on their visit and capturing visitor information.
    - Assist in creating an environment that is easy for visitors to navigate inside and outside of the church building.
- Following up with guests after their visit.
    - Oversee all communication with guests after their visit.
    - Invite guests to meet John and his family, to visit community groups, and to pursue membership.
    - Recruit and lead volunteers to follow up with and connect with guests.
- Creating opportunities to follow Christ and commit to his church through membership and baptism.
    - Facilitate membership workshops throughout the year, inviting elders and staff members to teach, and guests and regular attendees to pursue membership.
    - Recruit and lead volunteers to assist in the membership process.
    - Conduct and coordinate membership interviews for those who want to become members.
    - Coordinate those who want to pursue baptism, baptism testimonies, and Sunday morning baptisms.
- Assisting new members in finding community groups and opportunities to serve.
    - Make community group recommendations to visitors and connect them with CG leaders.
    - Invest in new members and help them identify the desires and gifts the Lord has given them to serve the body at HHBC.

Qualifications:

- Love of Christ and godly Christian character.
- Commitment to the Word of God.
- Biblical ecclesiology and understanding of the ordinances.
- Strong relational skills to care for the church and work well with the staff and elders.
- Hospitable and welcoming of others as Christ has welcomed us.
- Gifted in administration and organization.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing the stated requirements.

Signature _____ Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Henderson Hills Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.