



Title: Connections Lead

Ministry Area: Discipleship

Classification: Part-Time, Ministerial Employee

FLSA Exemption Type: N/A

Schedule/Hours: 20 hours/week; Sunday mornings required

Job Summary: The Connections Lead at Concord United Methodist Church plays a vital role in creating a clear pathway from a person's first encounter with Concord United Methodist Church to meaningful spiritual formation. This person provides both hands-on Sunday leadership and dependable administrative systems for guest follow-up, volunteer hospitality teams, life-event records, and membership processes. This position is essential for furthering the mission of the church, which is to **Share** Christ, **Serve** Others, and **Grow** in Faith.

Spiritual and Personal Qualifications:

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is "above reproach".

Reports To: Pastor of Discipleship and works under the guidelines established by the Staff-Parish Relations Committee and the Staff Employee Handbook.

Supervisory Responsibility: Sunday Morning Hospitality Team (Ushers, Greeters, Information Desk, Coffee & Tea Service, Parking Lot Ministry)

Church Committee and/or Internal Board Responsibility: N/A

Staff Accountability:

- Demonstrates an attitude of professional excellence in working with each ministry area
- Creates and maintains a work environment consistent with the church's culture
- Exemplifies a positive, "can-do" attitude
- Participates in weekly staff meetings

- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

Key Responsibilities:

- **Community Engagement:**
 - Awareness of community demographics and connecting with the community through welcoming methods
 - Create a welcoming culture at Concord
- **Spiritual Guidance:**
 - Guide the Hospitality Team through prayer and spiritual principles and practices
 - Oversight of administrative and spiritual aspects of Connect to God and Concord and Sunday/Wednesday Open Door
- **Administration:**
 - Lead a comprehensive hospitality ministry that reflects the congregation's values of being the most welcoming, helpful, and courageous church
 - Develop hospitality standards for all worship locations, entrances, parking areas, nursery and kids' check-in areas, coffee/fellowship spaces, restrooms, accessibility needs, and guest information areas.
 - Design, administer, and continually improve a reliable system for receiving, tracking, and responding to guest information from in-person worship, special events, weddings, funerals, community programs, and ministry gatherings.
 - Ensure that first-time guests receive a timely, personal, and appropriate follow-up contact after first visit
 - Coordinate pastoral, staff, and lay follow-up with visitors, returning guests, individuals exploring faith, and persons indicating interest in baptism, membership, small groups, serving, and pastoral conversation.
 - Maintain clear "next steps" pathway that helps people move from attendance to participation, including Connect to God and Concord, Sunday/Wednesday Open Door, serving, and growing in faith.
 - Partner with Adult Ministry, Family Ministry, and Missions Ministry so that guests and new participants receive introductions to ministries appropriate to their age, life stage, interests, and needs.
 - Develop systems to re-engage people who have attended previously but have not returned
 - Provide administrative leadership and support for accurate, secure, and timely maintenance of the church databases, attendance records, and membership-related information, including weekly attendance, visitors, births, deaths, and membership changes.
 - Manage budget items within Connections Ministry
 - Evaluate the congregation's hospitality and connections systems regularly

- Develop regular reports that help staff and church leaders understand guest engagement, follow-up completion, return-guest patterns, participation in next-step opportunities, volunteer needs, baptism and membership activity, and other connection outcomes.
- **Volunteer Coordination:**
 - Recruit, train, schedule, encourage, and retain ushers, greeters, parking-lot hosts, Information Center hosts, and first-time guest follow-up volunteers.
 - Create and implement a shepherding system to guide persons through next steps
- **Education and Discipleship:**
 - Lead through common discipleship principles, practices, and language
 - Oversight of Connect to God and Concord and Sunday/Wednesday Open Door curriculum in consultation with Pastor of Discipleship
- **Event Planning:**
 - Coordinate with event leaders at the church to ensure the Hospitality Team is involved and present

Qualifications:

- **Education:**
 - High School Diploma or equivalent
- **Religious Educational Requirements & Religious Practices:**
 - Actively involved in local church community and individual spiritual discipleship practices
- **Relevant Experience:**
 - Minimum of one year of ministry or hospitality experience
- **Skills:**
 - Hard skills: Use of computer systems to create and maintain a process of following persons from when they first arrive to the point of connection within a ministry area.
 - Soft skills: Energy to welcome and meet persons where they are and guide them to their next steps at Concord. Work collaboratively with Family and Adult Discipleship.

Preferred Qualifications:

- Associate or bachelor's degree in ministry or hospitality
- Five or more years of ministry experience

Working Conditions:

- Support provided onsite at church location and other places of ministry as needed

- This position requires working on Sunday mornings.

Physical Requirements: This is an active role that will require being on your feet throughout Sunday morning.

Conditions for Employment:

- Pass a background check
- Safe Sanctuaries Training and Screening
- Valid TN Driver's License with a Clean Driving Record

Developed: September 2026