



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

CONNECTION MINISTRY ADMINISTRATIVE COORDINATOR

Job Classification: Part-Time 28 hours per week; hourly, non-exempt

Date: March 2024

SUMMARY

The Connections Ministry Admin Coordinator will contribute to the overall mission of Hill Country by understanding and aligning all Connections Ministry efforts to the vision of the church and prioritizing and supporting the goals and values of Connections Ministry as a whole. They will administratively support the Connections Ministry Lead Director and the Connections Ministry Team (staff and lay leaders), serve as the point person/liason for our Leander location, while coordinating people, projects, and details across locations (Sunday services, special events, volunteer engagement, and Discover Hill Country).

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Connections Ministry is effectively welcoming, engaging, and connecting people to next steps at Hill Country
2. The Connections Ministry Staff (Lead Director, Director, and PT Ministry Coordinator) receives excellent administrative support that allows them to fulfill their job responsibilities, spiritually lead, and to develop, encourage, and unleash volunteers and leaders
3. Volunteers and Leaders in the ministry are supported and resourced to serve well:
 - a. Excellent communication and follow up across all levels of the organization
 - b. Timely, accurate, and friendly responses to emails, phone calls, and other inquiries
 - c. Project management, implementation, and attention to detail for ministry needs (Sunday services, special events, and Discover Hill Country), financial reconciliation, data entry, scheduling of volunteers, etc.
4. There is strong alignment and collaboration with all ministries of the church and between the Connections Ministries at all locations to live out our multi-site philosophy and to see people experience life-change

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Own, understand, and engage in implementing the *Connections Ministry Purpose and Plan*
2. Learn and effectively support the ministry needs and rhythms of Connections; provide coordination and support to the staff, servant leaders, and One Church Teams so they can fully engage with people and help them take next steps
3. Respond to people and their inquiries (phone calls, e-mails, and in person visits) – ensure every person receives the highest level of care and customer service
4. Ensure connections teams (all locations) have everything they need to serve with excellence (they are scheduled in a timely manner, have updated info, communion elements or other service details, etc. as applicable); learn and become an expert in Planning Center Online and help ministry participants engage
5. Collaborate with Facilities, Communications, Worship, and Production Ministries on a weekly basis for ongoing ministry needs, Sunday prep; effectively work with all ministries as needed (and especially for large events); provide project management for large initiatives and special projects
6. Administrative responsibilities, including but not limited to, connect card follow up, process credit card statements, learn and hone Data Base system, Planning Center Online, manage and enter data, provide requested reports, etc.
7. Learn the various roles and responsibilities for all Connections leaders/volunteers and serve as the point person and liaison for the coordination of Connections Ministry at our Leander Location
8. Regularly serve on site at Leander for Sunday morning services and special events, raising up and empowering volunteer leaders to take your place when you are not onsite
9. Relationally and prayerfully connect with people in a variety of settings; serve as a relational broker as you follow-up with people (often connecting them to the person/ministry that would be most beneficial for a next step)
10. Serve as an active member on our Hill Country staff team, engaging in church-wide and all-staff initiatives, along with personal commitment to live out our mission, vision, and values as a church member

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Mature follower of Christ who aligns with the mission, vision, and values of Hill Country
2. Theologically aligns with the core beliefs of HCBC; becomes a church member within 3 months of hire
3. 3+ years' administrative experience; relational and highly organized – strong working knowledge of Microsoft Office (Outlook, Word, Excel, Teams); prior Project Management experience preferred but not required
4. Experience volunteering in the local church; availability to work Sundays, Christmas Eve, Easter, occasional evenings
5. Physically able to stand for long periods, navigate and walk location campus, lift and carry objects up to 25lbs.

CULTURE AND CLIMATE:

1. Position reports to the Lead Connections Director as part of the Connections Team
2. Staff culture is goal-oriented, collaborative, celebrates life-change, priority of personal evangelism and discipleship
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors