

Position: Franklin Connections Specialist

Primary Supervisor: Campus Pastor

Job Location: Campus Specific **Position Type:** Part-Time,
Non-exempt



Summary of Position: The Connections Specialist will ensure that campus attendees are welcomed effectively and can easily take the next steps to become more engaged with the church.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group, serving, and tithing at Biltmore Church is encouraged.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- A Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings.
- Proficient in both written and verbal communication.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team player, fast learner, committed to excellence

Essential Responsibilities

- Provide leadership for the Campus Welcome Team. This includes weekly volunteer recruitment, scheduling, encouragement, and equipping as stated in the Welcome Team E.P.O.D.
- Ensure the coffee areas are adequately stocked and ready to serve attendees each Sunday.
- Attends weekly Campus Team meetings and Connection Team meetings at the Central Offices.
- Provides leadership as needed for special Sunday support initiatives (cards in seats, donuts, etc.).
- Provides leadership and ensures the following processes are adequately resourced and are taking place effectively as designed by the Central Connection Team:
 - First-time guest experience (Partnering with CP on post-service reception)
 - Baptism registration and follow-up process
 - Monthly ReachTeam Orientation
 - Starting Point/Membership registration and follow-up process
 - Central New Believer resourcing (New Believer Boxes at Next Steps/Guest Services)
- Works closely with the Campus Pastor and team to ensure that annual connection goals and action plans are kept current throughout the year.
- Facilitate the benevolence ministry needs at your campus utilizing Central benevolence guidelines.
- Other duties as assigned.