



## *Congregational Relationship Coordinator*

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- I. Purpose of Position: To build Christ centered relationships with and among those associated with Trinity for the sake of equipping people with a vital living faith.
- II. Supervision received: Responsible to, and under general direction of the Lead Pastor and/or his designee. Coordinate activities with the Congregational Relationships Board.
- III. Position Status: Position is experimental, Part-Time (up to 25 hours per week).
- IV. Salary: \$18 - \$25 per hour; exact salary to be negotiated based on experience
- V. Responsibilities:
  1. Coordinate the updating of the congregational data base and establish procedures for ongoing updating of the platform so there is an easily accessible roster of members and associates of the congregation. (Shepherd's Staff)
  2. Create and tend to a culture of deepening Christ centered relationships within the congregation which might include:
    - Small Groups
    - Alternative Worship Opportunities
    - Explore the possibility how some of these groups may meet over technology
  3. Identify and train conveners who will lead the small groups. Provide for on-going coaching of the conveners (both spiritually and practically).
  4. Work with the Small Groups Ministry Board and other aligned boards to create, enact and review goals set forth by the church council for this ministry.
  5. Live in a posture of curiosity, experimentation and Christ centered joy.
  6. Continuously be working to connect people to small group ministries, whether it be people who are "new to the congregation" or those seeking "new ways" to connect.
- VI. Requirements:
  1. A current driver's license and access to an insured vehicle.
  2. Be able to lift 50 lbs.
  3. Have previous experience with Microsoft Office Products, electronic meeting platforms (such as Zoom) and social media platforms.
  4. Have good verbal and written communication skills.
  5. Ability to effectively work with others.
  6. Excellent organizational skills.
  7. Be able to work flexible hours, evenings and weekends.
  8. References are required.
  9. Background check required.