



**POSITION:** Family Ministry and Connections Coordinator

**REPORTS TO:** The Upper Arlington Campus Pastor

**PURPOSE STATEMENT:** To help people live Jesus-centered lives by supporting and strengthening the ministries of the Upper Arlington campus.

**EMPLOYMENT STATUS & HOURLY REQUIREMENTS:** Part-time, 25 hours, (including weekend responsibilities and special events)

### **POSITION RESPONSIBILITIES**

- Work alongside Central Services Ministry Leadership Team and Upper Arlington Campus Pastor to continually maximize, contextualize, and decentralize the vision and activities of the ministries of Grace Fellowship at the Upper Arlington Campus
- Identify, equip, encourage, and provide accountability for volunteer leaders across the ministries of the Upper Arlington Campus
- Directly lead Grace kids, the connections process, and women's discipleship.
- Create, lead, and/or support events or programs for the Ministries of Grace Fellowship
- Actively build new and ongoing relationships with attenders to help them Meet, Follow, and Share Jesus (actively call them to more as appropriate for discipleship)
- Ensure healthy volunteer serving culture and groups culture
- Provide administrative support for the Campus
- Assist with other duties as determined by the Upper Arlington Campus Pastor
- Execute the assimilation process, ensuring every guest is followed up within 48 hours.
- Plan and execute transition events.

### **REQUIREMENTS AND QUALIFICATIONS**

- Passion for a local church focused on reaching a local community
- Honors and models the Staff Code values of Hungry, Healthy and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Statement of Faith of Grace Fellowship through partnership
- Organized and detail-oriented