



## **Application Instructions – Director of Connections**

Thank you for your interest in the Director of Connections position. Please note the following policy in Ebenezer United Methodist Church’s Employee Handbook:

### **STAFF MEMBERS AS CHURCH MEMBERS**

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Director of Connections, noting any relevant work experiences

Your application can be submitted in one of three ways:

1. Email your completed packet to [bpriest@ebenezerumc.org](mailto:bpriest@ebenezerumc.org) and indicate “Director of Connections” in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

*Ebenezer Church Staff-Parish Relations Committee*



## Position Description

<b>Title</b>	Director of Connections				
<b>Reports to</b>	Associate Pastor	<b>Direct Reports</b>	N/A		
<b>FLSA Status</b>	Exempt	<b>Exemption Category</b>	Ministerial		
<b>Salary or Hourly</b>	Salary	<b>Salary Basis</b>	30-40 hrs/wk	<b>Timesheet Required</b>	No

### **Organizational Purpose**

Oversee and coordinate people's introduction and integration into the community of faith to grow discipleship in line with Ebenezer UMC's strategic vision of transforming lives through Jesus Christ.

### **Essential Functions**

- Identify connection points for individuals identifying as first-time visitors, seeking to join a small group, or becoming a member of the church.
- Develop means of connecting people with existing volunteer opportunities, giving special attention to helping people serve in their areas of giftedness.
- Provide experiences and environments for people interested in membership to learn about membership and join the church. (5-6 times per year) Ensure all required administrative tasks associated with membership are completed and provided to the Office Manager for system input.
- Staff the in-person and online First Impressions teams, fully, with volunteers and provide the necessary resources to support Sunday worship services (including café services).
- Collaborate with leadership in the development of online engagement opportunities and identify plans for implementation of new strategies.
- Partner with program ministry staff to integrate opportunities for connection in their areas.
- Prepare and manage the connections budget.
- Develop and grow personally and professionally in regards to the Christian faith.

### **Qualifications, Education or Experience**

- Bachelor's degree or equivalent in related field is preferred.
- Highly collaborative leadership style and relationship/network builder.
- Sincere commitment to work collaboratively with staff and volunteers.

- Experience in evaluating individuals' abilities, interests and personality characteristics and matching them with suitable opportunities.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Experience managing projects or the ability to demonstrate project management skills is preferred

### **Core Competencies**

**Creating the New and Different:** Comes up with a lot of new and unique ideas; Can facilitate effective brainstorming; Easily makes connections among previously unrelated notions; Has good judgment about which creative ideas and suggestions will play out successfully in the congregation and/or community; Is good at bringing the creative ideas of others to fruition. (14, 18)

**Getting Organized:** Can marshal resources (people, funding, material, support) to get things done; Develops schedules and task/people assignments; Breaks down work into the process steps; Can orchestrate multiple activities at once to accomplish a goal; Uses resources effectively and efficiently; Anticipates and adjusts for problems and roadblocks; Evaluates results; Arranges information and files in a useful manner. (39, 47)

**Managing Volunteer Teams:** Is a good judge of talent; Can articulate the strengths and limitations of people; Provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides individuals with timely information so they can make accurate decisions; Clearly and comfortably delegates both routine and important tasks and decisions; Lets people finish and be responsible for their work; Tends to trust people to perform; Shares wins and successes; Fosters open dialogue; Creates a feeling of belonging in the team. (18, 27, 56, 60)

**Approachability:** Is easy to approach and talk to; Spends the extra effort to put others at ease; Can be warm, pleasant, and gracious; Is sensitive to and patient with the interpersonal anxieties of others; Practices attentive and active listening; Has the patience to hear people out; Can accurately restate the opinions of others even when he/she disagrees; Is an early knower, getting informal and incomplete information in time to do something about it (3, 33)

**Peer Relationships:** Can quickly find common ground and solve problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Can solve problems with peers with a minimum of noise; Is seen as a team player and is cooperative; Easily gains trust and support of peers; Encourages collaboration; Can be candid with peers. (44)