



MILLINGTON
baptist church

Connections and Hospitality Coordinator

Overview/Summary/Supervision

Under the direction of the Pastor of Spiritual Formation & Care (Or current PLT member), the Connections and Hospital Coordinator (CHC) oversees all assimilation, connections and hospitality functions of the church outlined below.

The CHC will also work with other volunteer ministry groups to ensure smooth functioning of the church on a daily and long-term basis. A written, annual review will be prepared by the supervising PLT member and will be discussed with the incumbent along with an elder liaison if needed.

Employment Status: Part-Time, 20+ hours/week

(Please note: The hours below are estimates as some weeks are busier than others. This position will maintain consistent on campus hours.)

Specific Responsibilities:

Connections and Assimilation (5-10+)

- Assimilation collaboration of new visitors, attendees and families.
- Pastoral follow-up to new visitors, attendees and families.
- Manage and oversee Summer Connections Program (vendor liaison, scheduling of volunteers, facility management, etc).
- Assist in the preparation and leading of the membership class, including administration of the elder interview process following each class.

Hospitality (5-10+)

- Oversee Shuttle and Parking ministry.
- Oversee Ushers and Greeters ministry.
- Oversee MBC Café director (Fellowship Hall and New Building).

Special Events (2-5 Hours)

- Provide administrative and logistical support to the MBC Directors for special events. This includes but is not limited to support in the following area: Organization, permitting, communication & publicity, securing of vendors, determining budget requirements, volunteer staffing, congregational involvement and any other needs that arise. (Charter Day, Underground Sessions, Winter Village, etc.)
- In conjunction with the Senior Luncheon Team, oversight of the monthly luncheons at MBC.
- Oversee and collaborate with weddings and funerals
- Partner with MLT members to create church wide quarterly events that appeal to multi-generations and the community.

Note: This job description is not comprehensive, the CHC may be instructed to perform other responsibilities as deemed appropriate by supervisor

Qualifications

- Be a person of vision for the work of God at MBC, and through it, around the world.
- Have administrative, leadership, personnel and communications skills as demonstrated in prior work experience in either for-profit or not-for-profit organizations.
- Be a growing Christian, diligent in Bible study, prayer, worship and fellowship with the goal of more closely following Christ in all areas of life.

CHC Position established May 2024