

Operations & Connections Coordinator



Status: Full-time, salaried

About This Role

The role of the Operations and Connections Coordinator is to ensure that the office and facilities operate in an efficient way for ministries and our community, as well as to connect members and guests to the life of the church through guest follow up, volunteer recruiting, and small groups.

Primary Responsibilities and Tasks of the Operations & Connections Coordinator

1. Facilities Administration

- a. Manage the church calendar and room request schedules for ministries and outside requests.
- b. Manages the office network and equipment.
- c. Oversees the custodial work for building and grounds.
- d. Oversees facilities for proper maintenance.
 - i. Arrange for annual inspections (HVAC, fire extinguishers, etc.)
 - ii. Arrange for care of church grounds (mowing, snow removal, etc.)

2. Office Administration

- a. Organizes the office for optimal effectiveness.
- b. Administration of member database. Work with Lead Pastor to provide weekly reports to pastor, monthly reports to Board and annual report to LCMS.
- c. Answering, screening, and routing all phone calls to the appropriate staff members.
- d. Responsible for maintaining petty cash.
- e. Acquire proficiency and training capabilities of all office equipment, including copy machines.
- f. Perform office management tasks such as maintaining office supplies, files, etc.
- g. Attend weekly Staff meetings.

3. Connections

- a. Oversee and manage the Sunday Morning Welcome Center.
- b. Lead, equip, and empower guest service volunteers.
- c. Work with the Lead Pastor on New Member Instruction and Assimilation.
- d. Coordinate and schedule volunteers for Sundays and other needs.

Strengths & Skillset

1. Exhibits professionalism, conscientious work ethic, teaching ability, and accountability.
2. Able to exercise discernment and wise judgement.
3. Strong attention to detail and an eye for excellence.
4. A self-starter who is good at multi-tasking and prioritizing projects.
5. Strong administrative skills and ability to work independently without supervision.
6. Able to work at a fast pace, in a variety of settings and circumstances, with composure and flexibility.
7. Passionate about leading people to become followers of Jesus wherever we are.
8. Able to connect with, motivate, and direct people.

Your Team

This position reports to the Lead Pastor.

This position works closely with all church staff and utilizes volunteers as needed.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at St Matthew.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Support the mission and vision of St Matthew with your giving.
- Be loyal to the vision and staff of St Matthew and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to St Matthew.

Your Schedule

This is a full-time, salaried position of 32 hours per week, including Sunday morning.