

Position: Arden Connections Coordinator

Reports to: Connections Director

Central Partner: Central Connections Director

Job Location: Arden, NC

Position Type: Full-time



Summary of Position: The Arden Connections Coordinator will ensure that campus attendees are welcomed effectively and can easily take the next steps to become more engaged with the church.

Essential Qualities & Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group, serving, and tithing at Biltmore Church is encouraged
- Demonstrates initiative and an ability to work effectively apart from close supervision.
- A Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings.
- Proficient in both written and verbal communication.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team player, fast learner, committed to excellence

Essential Responsibilities

- Assist the Connections Director in providing leadership for the Campus Welcome Team. This includes weekly volunteer recruitment, scheduling, encouragement, and equipping, as stated in the Welcome Team E.P.O.D.
- Assist the Connections Director in ensuring all Sunday Responsibilities are done including coffee, huddles, guest services, First Time Guest Tent, etc.)
- Assist the Connections Director in providing leadership for special Sunday support initiatives (cards in seats, donuts, etc.).
- Provides leadership and ensures the following processes are adequately resourced and are taking place effectively as designed by the Central Connection Team
 - First-time guest experience (Partnering with CP on post-service reception and follow-up process)
 - Baptism registration and follow-up process
 - Scheduled ReachTeam Orientations
 - Starting Point/Membership registration and follow-up process
- Attends weekly Campus Team meetings and Connection Team meetings at the Central Offices.
- Other items as assigned by the Arden Connections Director or Arden Campus Pastor.