



POSITION: **ASSISTANT DIRECTOR OF CONNECTIONS**

Status: Part-time (20 hrs/week), Non-Exempt

Reports to: Director of Connections

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Assistant Director of Connections, working with the Director of Connections and site-specific staff, will create and execute programs, practices, and systems that facilitate a deeper connection to the life of the church in the three strategic ministry areas of worship, community, and missions. Areas of direct responsibility include the membership process, newcomer ministry, church management software and data integrity, and church-wide ministry support. This role will serve primarily at the McLean site, supporting other sites.

ROLES AND RESPONSIBILITIES

Hospitality & Newcomer Ministry

- Manage first contact touch points with McLean site newcomers to welcome, equip, and connect them to the overall life of the church
- Promote a consistent newcomer ministry philosophy through partnerships with other ministries and technical support for newcomer engagement points and initiatives
- Schedule, organize, and help host newcomer events at McLean site (5-8 times a year)
- Other duties as assigned

Church Membership

- Execute all administrative oversight including scheduling, managing content, acquiring physical supplies, and issuing all internal and external communications for all membership cycles including providing limited support for site-specific events
- Provide administrative support to the Clerk of the Session through data reports, membership roll management, and membership transfer facilitation
- Provide administrative support to the Director of Community Groups and Shepherding through inactive member tracking, transfer and removal process, and through the shepherding quarterly check-in process
- Other duties as assigned

Church Management Software and Data Integrity

- Maintain a high standard of data integrity within the church management software and database, and create processes in support of intuitive, reliable data usage
 - Run and/or create contact, attendance, and statistical reports in support of staff and ministry leaders as requested
 - Co-lead training and resource development related to the church management software and database for all congregants, staff and lay leaders across all sites and church plants
 - Other duties as assigned
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POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ; exemplary life as delineated in 1 Timothy 3 and Titus 1
 - Passionate about the vision and grace-driven philosophy of the Capital Pres Family
 - Agreement with and excitement about the basic principles of Reformed theology
 - Church Membership (a requirement but not a prerequisite)
 - Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride
 - A love of hospitality and desire to see others become enfolded into the life of the church
 - Strong software knowledge/experience to include MS Excel, MS Word and Church Community Builder (or other similar database systems)
 - Excellent written and oral communication skills
 - The ability to be highly organized, detail oriented and to multi-task. Interact with staff, leaders and congregants with sensitivity and empathy.
 - Maintain confidentiality and have discernment regarding sensitive conversations and information
 - Ability to network and communicate with church leadership and members.
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TO APPLY

Please send a cover letter and resume to Ashley Guinn-Taylor, Director of Connections, at ashley@mcleanpres.org.