



Valley Community Baptist Church Job Description

Valley Simsbury Connections Associate

Location: Valley Simsbury

Purpose: The Connections Associate assists the church and pastor by overseeing the pathway that moves guests and attenders into relationships and environments that connect with the life of our church body. This is a part-time position.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution.

The candidate should possess many of the following core gifts, passions, and qualifications:

1. A lifestyle that is increasingly marked by mission, discipleship, and a vibrant faith walk with Jesus.
2. Gifted relationally, with strong interpersonal skills.
3. A people-seeker who draws, recruits, equips, and leans into others who have gifts to serve the church body.
4. Organized, dependable and efficient; works ahead and pays attention to details.
5. Excellent verbal and written communication skills.
6. A team-builder and a team player.
7. Has a pioneering spirit; is excited to try innovative approaches to connecting with newcomers and moving our congregation to do "life together."

Ministry Responsibilities

Part I: Guest Follow-Up and Assimilation

1. Manages guest connections and follow-up process.
2. Recruits, directs, and manages a volunteer Guest Connections team.
3. Oversees process for initial follow-up.
4. Works with Guest Connections team to coordinate a relational connection for guests.
5. Works with staff and Guest Connections team to identify and coordinate connections events when needed.

Part II: Connect with Staff and Volunteers

1. Meets weekly with the Valley Simsbury Staff.
2. Meets monthly with Group Coaches to identify options for new guests to connect in groups.
3. Communicates with the Administrative Assistant to ensure the database has current group participation information.

Key Working Relationships

1. Works directly with and is supervised by the Valley Simsbury Pastor.
2. Collaborates weekly with other Valley Simsbury staff.

Other Details and Important Information

Exempt: No.

Status: Part-time (10 hours per week)

Date: August 9, 2023

Posted by: Valley Simsbury Pastor

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please download and fill out the Valley job application form (on the Employment page on the website). Email the application and a cover letter to Valley Simsbury Pastor Mark Woof at simsbury@valleycommunity.cc