



Position Title: Associate Pastor of Connections and Membership

Position Summary

The Associate Pastor of Connections and Membership is responsible for developing and overseeing a comprehensive plan and creating an environment that enables adults to connect into a pathway of spiritual growth through community and kingdom service inside and outside the walls of WoodsEdge. The Associate Pastor of Connections and Membership is responsible for overseeing the church membership process, developing systems of member care and spiritual formation for members of the church.

Key Roles and Responsibilities

- Work with Pastor of Communities to develop a clear and compelling strategy for moving church attendees into a pathway of spiritual growth through community and kingdom service inside and outside the walls of WoodsEdge
- Regularly evaluate and develop the strategies and processes used to connect church attendees into the mission and life of the church
- Identify, recruit, develop, and lead the Connection Team for the purpose of building relationships, encouraging unity and casting vision
- Meet on a collaborative team with other pastors on different teams to maximize events and connection opportunities
- Manage people within the Spiritual Growth Pathway and work in tandem with the Pastor of Communities and other ministries at WoodsEdge
- Develop and manage the Connections and Membership budget and calendar at WoodsEdge
- Manage communications and planning related to all connections and Membership events.
- Oversee the event planning and communications for Connection events
- Oversee First Time Guest team, creating and executing a strategy of how to engage first time guests at WoodsEdge Community Church
- Oversee the Membership process at WoodsEdge Community Church, developing a membership team that executes membership classes, as well as provides member care throughout the year
- Work with stakeholders in the En Espanol congregation to create opportunities of connection in multiple languages
- Oversee adult baptisms, creating a baptism ministry team and developing a baptism class
- Oversee Group Formation as a part of the connection process, recruiting Group Formation leaders, curating GF circles, and providing pathways for individuals seeking to connect into a community group to experience community without a long-term commitment
- Work with the Associate Pastor of Communities to transition GF circles into full-fledged Community Groups

- Work with other ministry teams to help transition individuals who are not ready for a full-fledged community group find the next spiritual step
- Manage volunteers for promotion, preparation, and execution of Connection events.
- Coordinate and update all printed materials for Connection training and events

As part of your role as a WoodsEdge Pastor, you are expected to lead and engage in the following services:

- Provide:
 - Religious instruction
 - Spiritual counseling
- Willing to perform:
 - Baptisms
 - Marriage services
 - Funeral services
 - Worship services
- Serve Communion

Success Outcomes

- Create and communicate a clear pathway for spiritual growth and development for the church congregation
- Build and develop volunteer teams to oversee the membership process, connections process, Group Formation, and New Guest Connections
- Execute and evaluate the outcomes of all connections and membership programming
- Communicating a clear vision and strategy for how someone at WoodsEdge Community Church can take spiritual steps forward in his or her spiritual growth
- Initiating and executing effective programs to provide opportunities for next steps.
- Execution of job responsibilities independently with minimal direction
- Contribute to a healthy team culture with the Communities team and whole staff of WoodsEdge

Essential Qualities

- Commitment to ongoing personal, spiritual, and professional growth
- Eagerness to be coached, evaluated, and held accountable
- Passion for creating and sustaining a welcoming culture
- Strong organizational and administrative abilities
- Ability to build healthy relationships with staff members, volunteer leaders, and team members
- Servant's heart for whom no job is too small
- Ownership of WoodsEdge's values emphasizing prayer, passion, humility, and Kingdom
- Loyalty to WoodsEdge's leadership structure

Organizational Relationships

This position is directly accountable to the Community Pastor. The Pastor of Connections and Membership will work collaboratively with the other pastors and leaders in the Community team. In addition, they will have extensive contact with and work alongside WoodsEdge staff in efforts to connect, engage and mobilize the WoodsEdge congregation.

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional responsibilities as assigned. Servant's heart for whom no job is too small.

Performance Measures

- Getting it Done – Ability to perform role & responsibility, work ethic
- Moving the Needle – Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth.
- Living it Out - Strong commitment to living out WE mission, vision, and values
- Building Teams – Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable