



## **JOB DESCRIPTION**

### **CONNECTION AND MISSIONS ASSOCIATE**

**LOCATION:** *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

**REPORTS TO:** *Connections and Missions Director*

**COMPENSATION STATUS:** *Non-exempt / Part-Time Hourly*

**START DATE:** *July 1, 2024*

#### **POSITION SUMMARY**

The Connections and Missions Associate (Associate) supports the first impression and connection of new people to Grace Community Church (Grace), as well as the coordination and sending of those at Grace into missional opportunities. Working closely with the Connections and Missions Director, the Associate will administratively support and lead various parts of the Connection and Missions department.

This includes overseeing the assimilation of those at Grace into identified discipleship pathways, communicating with new guests, helping people move from the crowd into community, and managing logistics for events and missions projects. In addition, the Associate works closely with missional and strategic partners at Grace, including other local non-profits, organizations, schools, and is the lead contact for Grace's missionaries. The Associate shall be responsible for finding serving opportunities and other ways to mobilize the church around these partners, pushing forward the goal of the church: to be "on mission" for our local community and the world at large.

#### **PRIMARY RESPONSIBILITIES**

##### **First Impressions:**

- Ensures that the first impression of those arriving at Grace is warm, welcoming, and inviting from the street to when they take their seat. This includes awareness of the ambiance of the Worship Center lobby.
- In coordination with the Connection and Missions Director, oversees the Sunday Service Teams, including the Welcome Team, Cup of Grace, Communion, and Parking.

##### **Assimilation & Connections:**

- Assists in connecting guests with Grace. This includes follow-up with new guests, coordination of Welcome Lunches, and communication with them until they are connected in community.
- Assists guests in moving from one discipleship environment to another, including those engaged in Grace's "Essentials" slate of classes.
- Shall follow up with existing members within the congregation, ensuring they remain connected at Grace and are in community..

- Utilizes the Grace's database to manage different workflows on connection, ensuring those new and seeking deeper steps of connection and discipleship are followed up with in a timely and effective manner.

### **Local Missions**

- Plans and implements a church-wide service day to our city.
- Coordinates local missions projects with Grace's strategic partners, including the Giving Tree, meals for homeless shelters, clothing drives, and other outreach events.
- Cultivates and maintains relationships with local strategic partners in Chico, including nonprofit organizations, shelters, and community service providers.
- Oversees our relationship with Hope Village and coordinates volunteers to serve our residents in the program.
- Maintains accurate records of mission activities in Chico, including volunteer participation, expenses, and impact metrics.

### **International Mission**

- Organizes and plans international mission trips, including communication with teams and trip logistics.
- Manages care teams and oversees quarterly communications with Grace's missionaries.

### **COMMITMENT**

This is a part-time hourly position not to exceed 15-hours per week. This position will require work onsite at Grace, including being present for monthly staff meetings and supervisor check-ins and evaluations. This support staff position is subject to reevaluation on behalf of the Grace annually. While this job description is comprehensive, it is not all-inclusive and the Associate may be asked to perform other duties as assigned.

### **DESIRED QUALIFICATIONS**

The successful applicant will have the desire to explore and further their ministry and calling, will have the ability to be a part of an effective team, and the energy and skills needed to fulfill the responsibilities as summarized above. All candidates will demonstrate:

- An ability to work proficiently alongside staff and volunteers in a team environment.
- A friendly disposition and ability to connect well with adults of varying personalities and backgrounds.
- Strong organizational skills and attention to detail.
- Comfortable handling work projects independently and will have strong decision-making capabilities.
- Proficiency in standard computer applications and an ability to learn new programs and softwares required to operate at Grace.
- Full agreement with Grace's values and mission statement, and a lifestyle that demonstrates a growing faith in Christ that serves as a model to those they lead.

## **GRACE'S MISSION STATEMENT**

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

*2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7*

## **GRACE'S VALUES**

### **RADICAL GRACE**

We embrace God's perfect love as a community of imperfect people.

*Luke 7:36-50*

### **BETTER TOGETHER**

We pursue authentic relationships for the sake of spiritual growth.

*Hebrews 10:23-25, Acts 2:42-47*

### **TRUTH TRANSFORMS**

We seek transformation through the unchanging word of God.

*2 Timothy 3:16-17, Hebrews 4:12*

### **BE THE CHURCH**

We engage God's mission as a sent people in the everyday and not just Sunday.

*Acts 1:8; Romans 10:14-15*

### **GENEROUS LIVING**

We live generous lives that reflect the goodness of the Gospel.

*1 Timothy 6:18, 2 Corinthians 9:11*

### **MADE TO MULTIPLY**

We equip disciples and communities to grow so that they multiply.

*Matthew 28:18-20, 2 Timothy 2:2*

### **GENERATION NEXT**

We develop tomorrow's leaders today.

*Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2*