



# Men's Connecting Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Men's Connecting Coordinator

**DEPARTMENT:** Connecting

**REPORTS TO:** Director of Membership

**FLSA STATUS:** Exempt

**TIME REQUIREMENTS:** Full Time

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for implementing Connecting Team initiatives including ownership of baptism process, men's written and verbal testimony review, and shared volunteer recruitment and development of Connecting volunteers. Co-owner of ongoing project management and men's pastoral care support on behalf of the Connecting Team. This role is a combination of both administrative ownership (70%) and relational discipleship (30%).

## ESSENTIAL SKILLS & EXPERIENCE:

- Proven ability to provide biblical pastoral care and navigate theological conversations
- Self-starter with proven organization skills
- Previous experience in volunteer development and project management
- Ability to engage with all life stages
- Strong verbal and written communication

## POSITION RESPONSIBILITIES:

1. Administration
  - a. Co-own membership inbox responding within 48 hours
  - b. Oversee Believe Team administration process
  - c. Believe Team volunteer scheduling and event execution owner
  - d. Monthly stat tracking for Believe Team and Baptisms
  - e. Manage Baptism process start to finish
  - f. Monthly First Impression meetings & calls
  - g. Membership Class volunteer male engagement oversight
  - h. Membership Renewal support
2. Men's Connecting Care Responsibilities
  - a. Connecting Team General
    - i. Pastoral care for new members & attendees looking to connect
    - ii. Maintain an ongoing new leader discipleship group
    - iii. Conduct member exit interviews
    - iv. Attend weekly staff meetings
  - b. Membership
    - i. Assist Director of Membership with class content teaching (4x yearly)
    - ii. Male testimony assignment owner
    - iii. Review written testimonies
    - iv. Membership Class follow-up co-owner
  - c. Baptism
    - i. Facilitate baptism interviews
    - ii. Oversee weekend baptisms

3. Volunteer Leadership
  - a. Connecting Basic Training volunteer onboarding co-owner
  - b. Partner with Director of Membership to recruit male volunteers
    - i. Baptism Facilitators
    - ii. Believe Team Hosts
    - iii. Membership Class Volunteers
    - iv. Frontlines Special Ops Team

**DIRECT REPORTS:** N/A

**MARKERS OF AN IDEAL CANDIDATE:**

- Energizes and celebrates others
- Adaptable
- High attention to detail
- Passionate about recruiting and equipping volunteers
- Strategic-thinker
- Biblical understanding of meaningful church membership

**ADDITIONAL NOTES:**

- Must be able to work Sunday events (2x monthly)
- Flexibility to host evening & morning meetings (approx. 2x weekly)
- Ability to serve at special events: Christmas Eve, Easter, CLC, UNCMN, etc. is required
- In-office position