



## Director of Connecting

**Part time position - 30 hours/week**

**Reports to: Senior Pastor**

### Overview

- Build, equip and release volunteer Connecting Teams for all our ACC sites to make Sunday morning a welcoming experience for guests and ACC'ers.
- Responsible for administrative needs at ACC including the ACC flyer for Apohaqui and Hampton.
- Responsible for the budget lines in this area of ministry

### Detailed Description

#### Connections 70%:

- Over-site and Development of all welcoming ministries (greeters, ushers, parkers, welcome centre, coffee, welcome card, follow up, volunteer training)
- Responsibility for identifying and connecting newcomers (development and implementation of connecting strategies)
- Maintaining clear database records of newcomers
- Responsible for Sunday morning setup and tear down (Cards are in worship centre seats, offering plates up front, lock doors after service)
- Connecting Events oversight/Planning (newcomers lunch etc)
- Responsible for first Connect Supplies
- Responsible for budget lines of Social, Guest services & Office Supplies

#### Administrative responsibilities 30%:

- Answer phones, take messages, make copies, fill out forms, etc.
- Supply monthly readings for photocopier
- Replenish Daily Bread supply
- Manage the information and requests from Welcome sheets from Sunday
- Handle requests for mailboxes and envelopes
- Prepare Thanksgiving, Christmas and Easter letters

- Compile reports for church meetings as necessary
- Responsible for creating, printing, and sending file to be uploaded for the weekly flyer for Apohaqui and Hampton
- Coordinate special events as needed such as Extreme Living Events
- Update and maintain our website and Facebook Page
- Other administrative tasks given by Senior Pastor or Apohaqui Lead Pastor

Familiarity or a willingness to learn applicable software (Microsoft, PPT, Mailchimp etc.) is an asset.

Atlantic Community Church is located in beautiful Kings County, New Brunswick. We are ONE church in two locations Apohaqui and Hampton. For more information about us you can check us out at [accweb.ca](http://accweb.ca).

Qualified candidates wishing to be considered for this position are invited to apply by email to Brandon Thompson, Senior Pastor, [brandon@accweb.ca](mailto:brandon@accweb.ca)