

CONNECTIONS AND ASSIMILATION COORDINATOR JOB DESCRIPTION

American Reformed Church, Luverne, Minnesota

CONNECTIONS TEAM MISSION: *Connecting people to Jesus and inviting them to experience the beautiful reality of community life in the Kingdom of God.*

POSITION PURPOSE: *To be intentional about getting people more connected in relationships and engaged in kingdom ministry at ARC and in the community.*

POSITION QUALIFICATIONS:

Must understand the importance of abiding in The Vine in order to be fruitful.

Must be self-starter and able to lead many volunteers.

Must have a nurturing heart in apprenticing others to live on mission.

Must have organizational and team building skills.

Must be willing to partner with other organizations and churches in community ministry opportunities.

Some technology proficiency is helpful.

Prefer familiarity with our church family and community.

POSITION RESPONSIBILITIES:

Lead the Connections Team in developing, implementing, and sustaining an intentional and comprehensive strategy for helping new and existing members get connected to Jesus, to our church family and assist them in finding places to serve.

This may include, but not be limited to:

- Oversight of Sunday Morning Fellowship and Hospitality, The Cookie Crew, Nursery, Delivering Grace, Neighbor to Neighbor Food Pantry, midweek meal suppers, and refrigerators, freezers and grocery supplies.
- Create and oversee a team that will identify and follow up with guests who are searching for a place to belong.
- Recruit and train Sunday morning hospitality team including coffee servers, greeters, ushers, and nursery attendants.
- Partner with deacons in developing a community blessing strategy.
- Host events and opportunities designed to connect and assimilate new and existing members.
- Maintain list of opportunities to serve.
- Assist Life Group Team in helping new members get connected.
- Partner with Pastor with new member inquiries.

Preferably attend weekly church staff meeting.

Be an active member of the Adult Discipleship Team.

The employee will have access to an office and telephone, photocopier and computer.

The employee must operate within the established Employee Handbook of the American Reformed Church.

The performance of this position is measured by how complete and effective the duties are carried out.

This position will be supervised by the Lead Pastor.

There will be a review of performance and job description once annually. Performance review can be requested by employee or by the Staff Support Team at any time when convenient for both.

This position is considered part-time, approximately 15-20 hours weekly average with a beginning hourly wage of \$20 per hour and is eligible for paid time off.

(revised May 2026)