



Connections Coordinator

Peace Church is seeking a part-time coordinator to ensure our connection ministries (Hospitality, Membership, Food/Beverage, In-House Events, and Care) have proper support.

Peace Church, located just south of Grand Rapids, Michigan, is a vibrant community of believers dedicated to spreading the gospel and serving the needs of our congregation and the wider community. Founded in 1965 as an RCA church, Peace Church has since transitioned to a nondenominational congregation. Our theological roots are deeply Reformed, and we pride ourselves on being conservative and gospel-centered in our teachings and practices.

Our commitment to the teachings of Jesus Christ drives us to create an environment where everyone feels welcome and spiritual growth is nurtured. We are proud to share that our dedication to spreading God's word and our community outreach efforts have not gone unnoticed. Recently, Outreach Magazine recognized Peace Church as the 29th fastest-growing church in America. This accolade is a testament to the hard work of our congregation and the grace of God.

Our church is not just a place of worship; it's a community. From our passionate worship services to our engaging community events, every aspect of Peace Church is designed to bring people closer to God and each other.

To apply, send your resume and cover letter, to hr@peacechurch.cc.

We look forward to seeing how you can contribute to our team! Applications are currently being accepted.



Connections Coordinator

Function

The Connections Coordinator assists in Peace Church's Connections Department, which includes our Hospitality, Membership, Food/Beverage, In-House Events, and Care.

Accountability

The Connections Coordinator reports directly to the Connections Director.

Qualifications

- Have a growing relationship with Jesus and agree with the Peace Church's statements of faith.
- Actively support the mission, vision, and leadership of Peace Church.
- Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
- Able to work within the organizational structure of Peace Church.
- Able to effectively lead volunteer teams.
- Passionate about working with a team.
- Able to independently organize, plan, and execute projects within a given deadline.
- Knowledge of Microsoft Office and other computer programs (Word, Excel, Google Docs).
- Willing to learn our church programming system, Planning Center.
- Possesses strong organizational skills.
- Possesses strong conflict-management skills.
- Possesses strong communication and interpersonal skills.
- Flexible and adaptable.
- Able to maintain confidentiality as needed.
- Education: Bachelor's degree in Hospitality preferred.

Responsibilities

1. Assisting Connections Director with weekly responsibilities
 - Working alongside other ministries for their events/needs for hospitality
 - Ordering kitchen supplies (coffee, silverware, plates, cups, lids, etc.)
 - Recruit new volunteers through workflow system
 - Helping with volunteer appreciation/events
 - Scheduling Hospitality Volunteers
 - Breakfast
 - 6AM Breakfast Prep
 - 7AM Serving and Cleanup
 - Chapel Greeters
 - All three services
 - Worship Center Greeters
 - All three services
 - Main Entrance Greeters
 - All three services
 - Family Venue Greeters
 - All three services
 - Welcome Center Hosts
 - After all three services
 - Prayer Room
 - All three services
 - Events
 - Food Prep
 - Serving Food
 - Cleanup
 - Snack and Coffee Runner
 - Between services
 - Blue Room
 - Stone Room
 - Family Venue
 - Chapel
 - After 3rd Service Cleanup
 - Welcome Center
 - Putting together welcome bags
 - Ordering materials for welcome center/bags
2. Membership Process
 - a. Overseeing the membership workflow from beginning to end
 - b. Scheduling Elder meetings
 - c. Updating profiles in Planning Center
 - d. Making membership certificates
 - e. Assisting Connections Director on Baptism and Profession of Faith Sundays

3. Sunday Morning Breakfast
 - a. Weekly food/beverage ordering
 - b. Coordinate the making and clean-up of breakfast
 - c. Alternate Sundays with Connections Director to open church and be with Breakfast Crew at 6am (only September-May)
4. Events
 - a. Marriage Conference
 - b. Men's Conference
 - c. Women's Conference
 - d. Women's Christmas Gathering
 - e. Weddings
 - f. Funerals

Professional Expectations

- Participate as a member of the Peace Staff, attending staff chapel, retreats, meetings, etc.
- Participate in the life of Peace Church, attending worship and important events.
- Should be a member of Peace Church.
- Exhibit character consistent with a follower of Jesus in a church leadership role.