

**CHARTER OAK CHURCH**  
**JOB DESCRIPTION**  
**Director of Connections – Frye Farm**  
**(Senior Staff – Full Time)**

The role of the Director of Connections serves under the direction of the Campus Executive Director to champion the healthy integration of new people into the life and family of the Frye Farm Campus and lead the college and young adult ministry.

The Director of Connections is responsible for:

**1. Modeling Biblical Priorities**

Upholding Biblical priorities and the staff core values. The Director of Connections should represent a growing personal relationship with Jesus. The Director of Connections models a strong relationship with his or her spouse (if married) and children (if applicable). The Director of Connections strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to daily prayer, Bible study, and weekly corporate worship.
- Participating in a small group on a regular basis.
- Being a disciple maker by investing and loving unchurched neighbors.
- Giving generously to the work of God at Charter Oak Church.
- Joining a team that seeks to alleviate poverty locally, nationally, or internationally.
- Setting appropriate boundaries to protect character and integrity.
- Adhering to and encompassing the qualities and characteristics required of Charter Oak Church employees, as defined by the Staff Handbook.

**2. Strategic Leadership and Planning**

Serves on the Frye Farm Campus Team to fulfill Charter Oak Church's vision, mission, and convictions.

This leadership will be provided by:

- Participating fully in the leadership and planning of the Frye Farm Campus Team.
- Providing the Frye Farm Campus Team with up-to-date data on the campus' connection of guests into the life and family of our church.
- Recruiting, training, and deploying leaders who will build volunteer teams to integrate new people into the life of the church.
- Collaborating with the Director of Outreach and the Director of Discipleship as the Next Steps Team.
- Collaborating with the Director of Outreach and Director of Discipleship to create First Serve opportunities as an entryway into serving team participation.
- Collaborating with the Director of Outreach and Director of Discipleship to create and implement serving team leader training.
- Integrating the Six Marks of a Disciple with the Six C's of Leadership.
- Fulfilling other duties as assigned by the Campus Executive Director.

### **3. Sunday Morning Connections**

Present the Frye Farm Campus to the general public, church attenders, and first-time guests as a welcoming, clean, relevant environment. This leadership will be provided by:

- Collaborating with the Director of Outreach to identify first time guests entering through an outreach opportunity or environment.
- Collaborating with the Director of Discipleship to connect people to group life and/or classes.
- Recruiting, training, and deploying First Impression Team, Ushers (in coordination with the Director of Worship), Connect Room Hosts, Coffee Team, and Special Event Volunteers.
- Developing other hospitality opportunities as needed.

### **4. Administrative Connections**

Coordinate the steps from first time guest to membership. This leadership will be provided by:

- Leading and coordinating Welcome to Charter Oak Church with Frye Farm Executive Director and the Director of Discipleship.
- Overseeing and teaching Discover Charter Oak Church with the Campus Executive Director.
- Overseeing the membership process and coordinate the Membership Service with the Campus Executive Director.
- Collaborating with the Director of Discipleship to connect people to Small Group Experience, First Serve opportunities, and/or Journey Classes.
- Collaborating with the Director of Outreach to connect people to outreach opportunities and mission trips.
- Moving attendees from 1<sup>st</sup> time guest through process queues toward becoming mature disciples of Jesus.

### **5. College and Young Adult Connections**

Cultivates a welcoming, Gospel-centered community that helps college students and young adults to grow in their faith, form meaningful relationships, and live on mission.

- Recruiting, training, and deploying leaders in collaboration with the Director of Discipleship to equip college students and young adults to grow in their faith.
- Creating evangelism opportunities in collaboration with the Director of Outreach at local universities to reach students with the Gospel.
- Planning and coordinating events and activities that engage and meet the needs of college students and young adults, such as retreats, conferences, and missions opportunities.
- Oversee the leader of the College Connections ministry.