

COORDINATOR, CHURCH ENGAGEMENT

Overview:

The Church Engagement Coordinator is a key member of the Ministry Services team. The Church Engagement Coordinator is the first point of contact for all newcomers to Eastbrook and executes all engagement activities at Eastbrook Church both in person on Sundays and behind the scenes during the week. A successful Church Engagement Coordinator will be a self-starter and team player with a heart for creating welcoming and engaging environments at Eastbrook.

Employment Information:

This is a part-time position; approximately 20 hours/week. Must maintain regular (though flexible) office hours as well as work during weekend worship services.

Reports to:

Sr. Director, Ministry Services

Responsibilities:

Connect and Welcome Teams Oversight

Team Development

- Oversee the Sunday morning Connect and Welcome Teams (Connect team and Greeters), including volunteer recruitment, volunteer on-boarding, training, scheduling and appreciation.

Sunday Mornings

- Provide a staff presence in the Main Lobby of Eastbrook Church. Encourage a sense of hospitality.
- Maintain an orderly Info Desk and Connecting Point area.
- Check in with Sunday volunteer teams, be available to answer questions and facilitate connection as needed.
- Develop and maintain emergency procedures. Be able to implement them when necessary.
- Monitor ministry booths to ensure clean presentation with no barriers to connection.

Weekdays

- Respond to appropriate Connect Cards in CCB.
- Prepare for upcoming Sunday by updating Connect binder with appropriate information.
- Be well versed in Next Steps events, upcoming Sunday events, the Connect, Grow, Serve brochure, and relevant communication.

Administrative and Operational Support

Church-Wide Facility Scheduling

- Maintain a core knowledge of Eastbrook's facility scheduling system, ensuring accuracy and proper use by staff.
- Train staff on appropriate facilities requests procedures.
- Work with the Communication Team to schedule facilities for all annual calendar events.
- Partner with the facility team to ensure smooth scheduling and set up of events.

Church Community Builder (CCB)

- Be a champion of CCB, monitoring overall use of the database (e.g. annual audit).
- Develop best practices for CCB use and train staff accordingly.
- Develop an interdepartmental team of CCB experts.

Communication

- Work closely with the Communication team, acting as a bridge between communication and Sunday connection.
- Create and send out the monthly Serve email to the congregation.

Teamwork

- Maintain healthy collaborations with each ministry department at Eastbrook.
- Provide strategic leadership to Eastbrook staff regarding best practices for connection and volunteer engagement.
- Attend key Church Engagement events (e.g. Lunch with the Staff, Eastbrook Outdoors) and support Eastbrook staff with engagement events as necessary.
- Develop and oversee an annual Serve/Volunteer recruitment event at Eastbrook.

Qualities and Qualifications:

- Prior experience and success using database systems
- Prior experience leading volunteer teams preferred
- Strong organizational and administrative skills
- Excellent verbal and written communication skills
- Demonstrates a heart of joy and helpfulness, with strong interpersonal skills
- Self-starter, responsible, ability to work independently
- Exercises tact, mature and independent judgment and confidentiality

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.