



connectionpower.com

Effective Ministry through Simplified Technology

powervisitor™

ConnectionPower Director's
Job Description

ConnectionPower Director Job Description - Part-Time Responsibilities

Initial Setup – of your church's customized Interface with ConnectionPower™ to maximize your church's assimilation potential

- Upload the church's logo, if you have one in digital form (optional)
- Enter the ConnectionPower™ director and assistants
- Enter the church's active ministries
- Enter the church's active pastoral positions
- Enter Connection Partners
- Setup default Cities, State, Area Code, Zip codes and church service times
- Setup executives who receive monthly reports
- Download and utilize all recruitment and training materials from ConnectionPower™
- Recruit Connection Partners
- Train Connection Partners

Ongoing Duties

- 1. Enter New Visitor Data or have assistant enter data**
- 2. Assign Connection Partner Calls to Visitors With the Click of a Mouse**
- 3. Review Calls and Reassign Call Assignments With the Click of a Mouse**
- 4. Designate a Visitor's Final Status With the Click of a Mouse**
- 5. Sustain A Trained Contingent of Connection Partners**
 - Continue recruitment on an ongoing basis
 - Hold regular new training and motivational gatherings
- 6. Minor Data Entry Once a Week**

Technical Qualifications – Minimal computer skills are required. It is helpful if the person can navigate comfortably in a windows environment. The step-by-step director's manual makes the operation of ConnectionPower™ very doable even for a non-technical person.

Personal Style Qualifications – This person should be reasonably detail-oriented with a steady and dependable working style. Consistency is the key to being a highly successful director.

Personal Gift Qualifications – The gifts of leadership and inspiration are helpful in recruitment of volunteers. In some churches someone other than the director fulfills these responsibilities. The gift of encouragement is helpful to maintain volunteer morale.

Business Skills Qualifications – Good writing skills are important as most of the communication with Connection Partners is conducted via emails.

Church Qualifications – A good knowledge of people in the church, and its ministry offerings, is helpful both in the area of volunteer recruitment and for your initial customizing of ConnectionPower™ during setup. If someone else fulfills recruitment duties and provides support for the initial ConnectionPower™ setup then a person who is relatively new to the church could fulfill this role.

Time Commitment – This is totally dependent on visitor volume, which is usually directly correlated to a church's size. For a small church it can take less than one hour a week and for a very large church this can represent upwards of 20 hours a week.

Remuneration – In very small church this is a volunteer position involving very little time. In a small church and up the church secretary or a paid staff person can add this to their existing duties. It is recommended in a large sized church and up that a staff pastor be directly involved either as the director or providing direct oversight over the director.