

Connections and FRC Groups Coordinator

First Reformed Church

March 2026

Employment Details

This is an hourly position of 20 hours per week.

Position Summary

The Connections and FRC Groups Coordinator helps people move from their first visit at First Reformed Church into meaningful relationships, discipleship, and service within the life of the church. This role provides leadership and coordination for welcoming new people, developing clear pathways for connection and involvement, and strengthening the ministry of FRC Groups. The coordinator works closely with staff and volunteers to help individuals and families grow in community and become active participants in the mission of FRC.

Spiritual Qualifications

1. Give evidence of a vital personal relationship with Jesus Christ.
2. Have a general knowledge of the Bible and the doctrines of the Reformed faith, accepting the Bible as the inspired Word of God.
3. Agree with the mission and vision of First Reformed Church: “To give glory to God, to know Christ and to make Him known.”

Essential Responsibilities

Connections

- Provide oversight and coordination for welcoming and connecting new people at FRC, from first contact through meaningful involvement in the life of the church.
- Establish and coordinate a team of “first contact” leaders (including staff and volunteers) who intentionally welcome, introduce, and engage guests on Sunday mornings.
- Maintain and manage a list of new people attending FRC and track their progress toward deeper involvement.
- Develop and implement a follow-up system that includes personal contact, invitations to First Steps gatherings, facility and ministry orientations, and pathways into discipleship and serving opportunities.
- Facilitate connections between new people and staff members, ministry leaders, or care resources based on their interests, questions, or needs.
- Work with office and technology personnel to distribute print, digital, and other communication resources that support outreach and connection with new attendees.

FRC Groups

- Provide leadership, structure, and support for the FRC Groups ministry.
- Encourage and strengthen existing groups, including Bible studies and other small groups, while helping facilitate the development of new groups.
- Develop a system for recruiting, equipping, and deploying new group leaders from within the congregation.
- Provide regular opportunities for group leaders to connect, grow, and encourage one another.
- Regularly evaluate the effectiveness of connection pathways and group ministries and recommend improvements.
- Work with the Director of Ministry Operations to identify and develop small group materials and share curriculum options that align with the mission, theology, and values of FRC.

General Expectations

1. Demonstrate the ability to work cooperatively and supportively as part of a collaborative staff team at FRC.
2. Be accountable to the Director of Ministry Operations for the fulfillment of assigned responsibilities.
3. Demonstrate a strong desire to help integrate people into the ministry and community life of FRC.
4. Assist in maintaining the church database, including tracking member interests, giftedness, and ministry involvement in order to connect individuals with appropriate ministry opportunities.
5. Be present on Sunday mornings to welcome and connect with people, with particular attention to identifying and engaging new attenders.
6. Participate in regular staff meetings.
7. Work in cooperation with the Volunteer Coordinator to support volunteer placement and engagement.
8. Provide oversight of the Safety and Security Team, including scheduling and training.

Work Schedule and Supervision

This is an hourly position with the expectation that the employee will complete the responsibilities of the position in a timely manner and according to the standards set by First Reformed Church. The position operates on a flexible work schedule, with a regular weekly schedule established in coordination with the Director of Ministry Operations to best meet the needs of the church. Reasonable consideration will be given to the employee's personal schedule when possible.

Future pay adjustments may be considered through annual evaluations and recommendations as approved by the Deacon Board.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.