

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Connection Group Coordinator**  
Department: Connection Group/Pastoral Care  
Approved by: Connection Group Director/Campus Pastor

### ROLE

The Connection Group Coordinator leads & oversees a team of Connection Group Coaches at their campus and helps set the direction, implement the vision, and administrate Connection Groups.

### WIN

Coaches are healthy and growing with no burn out, and groups are multiplying.

### RESPONSIBILITIES

- Prays daily, touches base weekly, and meets with coaches one-on-one monthly
- Observes leaders while they are serving and give input and feedback by celebrating victories and helping overcome obstacles
- Regularly checks coach's RPMS (Relational, Physical, Mental, and Spiritual health)
- Reviews church management software reporting and helps new leaders utilize reporting
- Equips coaches to accomplish their tasks by providing resources and training as needed
- Serves alongside of and provides support to coaches to help them coach their group leaders
- Submits and oversees budget for Connection Group Kick-off events
- Implements training received from Connection Group Training events

### REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Regularly attends Sunday morning services, Connection Group, Leadership Connection, and other church events/conferences
- Demonstrates spiritual velocity, teachability, and has a positive relational quotient
- Passion for administration and Connection Groups

### REPORTS TO

Campus Pastor with a dotted line to Connection Group Director