

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Connection Point Coordinator**

Department: Administration

Approved by: Campus Pastor

ROLE

The Connection Point Coordinator leads a team that provides a friendly and welcoming environment for guests on Sundays and provides information about ministries and events at the Connection Point.

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People will feel at home and welcomed, and all of their questions will be answered. They are connected to church life and participate in events.

RESPONSIBILITIES

- Submit to the vision and direction of the Lead Pastor, Campus Pastor, and Bridge City Church
- Recruit, train and lead team members
- Conduct team-training sessions while maintaining a spirit of excellence and cooperation and cheerfully working with other team members
- Engage people in conversation and personally introduce them to Connection Group Leaders and Next Step Team Members
- Request supplies from the church office
- Schedule Connection Point Team Members on Planning Center for Sundays and special services
- Communicate weekly information to Team Members as received from the church office and/or Campus Pastor
- Attend Leadership Connection and other training opportunities

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
- Passion for connecting people to the church
- Excellent people skills
- Leadership skills
- Administrative follow-through skills
- Punctuality
- Stay informed and knowledgeable about church ministries, activities, and events

REPORTS TO

Campus Administrator with a dotted line to Campus Pastor