

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Connection Point Team Member**

Department: Administration

Approved by: Connection Point Coordinator

ROLE

The Connection Point Team Member 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 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
- Ensure the Connection Point is neatly organized and free of clutter, pens are available, necessary sign-up sheets are accessible, etc.
- Be familiar with church event details, teams, etc. and communicate effectively
- Always get an answer; "I don't know" is NOT an answer!
- Take registrations and send them back to the church office weekly
- Collect and log payments accurately and submit them to the church office weekly
- Attend training opportunities

REQUIREMENTS

- Is a dedicated member of Bridge City Church who gives generously and consistently
- Has an active and growing relationship with Jesus Christ
- 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
- Submit to the vision and direction of the Campus Pastor.
- 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

Connection Point Coordinator