

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Next Steps Admin**  
Department: Next Steps  
Approved by: Next Steps Coordinator

### ROLE

The Next Steps Admin tracks all Next Steps data, metrics, and guest follow-up. They serve on a team that leads people from first-time guests to fully functioning members

### WIN

Bridge City Church is growing in attendance, with more people serving in ministry and attending groups. Increase in both the number and percentage of people that go from first time guest to fully functioning member.

### RESPONSIBILITIES

- Submit to the vision and direction of the Campus Pastor and Next Steps Coordinator
- Serves on a team that helps facilitate the systems, communication, and recording of guests, responses to the gospel, and process of Next Steps
- Ensures that all Next Steps metrics for their campus are tracked accurately and in a timely manner
- Ensures guests and first-time responses are followed up with, which includes text, e-mail, handwritten notes, and invited to Next Steps
- Records and reports attendance and metrics in accordance with guidelines set by BCC
- Implements the Next Steps process by inviting to, setting up, presenting, and tracking Next Steps, baptisms, membership, serving, and group attendance
- Desires to help and complete the process of first-time guest to fully functioning member

### 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
- Strong administrative and organizational skills
- Ability to learn and navigate the software and tools used for tracking metrics and information
- Ability to communicate with the Next Steps team and ensure processes are being followed

### REPORTS TO

Next Steps Coordinator