

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Next Steps Coordinator**

Department: Next Steps

Approved by: Campus Pastor

ROLE

The Next Steps Coordinator motivates, mobilizes, and leads the Next Steps team and Next Steps process, which 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 Lead Pastor and Campus Pastor
- Oversee and implement the systems, communication, and process of Next Steps
- Record Next Steps metrics
- Lead, equip, and inspire the Next Steps and Response Teams so that guests and new responses feel welcomed and inspired to connect with Bridge City Church
- Work with the Campus Pastor to create, track, and be responsible for yearly goals
- Own and be accountable to the wins and progress of each person in the Next Steps process
- Inspire, equip, and administrate the Next Steps process of bringing people from first-time guest to fully functioning member
- Oversee the follow-up process (text, email, hand-written notes) and invitations to Next Steps 101
- Attend Leadership Connection and other training opportunities
- Lead team training sessions in accordance with Bridge City Church guidelines, maintaining a spirit of excellence and cooperation and cheerfully working with other team members

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, leadership, and administrative follow-through skills

REPORTS TO

Campus Pastor with a dotted line to Next Steps Director