BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Next Steps Service Leader**
Department: Next Steps
Approved by: Next Steps Coordinator

ROLE
The Next Steps Service Leader leads all Next Steps processes and Team Members on a specific Sunday. They serve on a team that helps lead people from first-time guests to fully functioning members by following the Next Steps process.

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
● Facilitate the Next Steps process: record church metrics, monitor individual progress from guest to member, follow up with guests, and help host Step 1 and Step 2
● Tracks how many Connection Cards are handed out and received for that week, how many people attended Next Steps, and how many salvations, baptisms, and child dedications took place that week
● Prepares Next Steps room by ensuring room is clean, all videos are ready to play, food is prepared and is presented well, and all handouts are ready to be distributed
● Ensures guests and first-time responses are followed up with, which includes text, e-mail, handwritten notes, and invites to Next Steps 101
● Records and reports attendance and metrics

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
● Desire to help people go from first time guest to fully functioning member
● Passion for connecting people to the church
● Excellent people, administrative, and follow-through skills

REPORTS TO
Next Steps Coordinator