

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Next Steps Team Member**

Department: Next Steps

Approved by: Next Steps Coordinator

### ROLE

The Next Steps Team Member 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 guests to fully functioning members.

### 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
- Welcome guests and first-time responses in a way that inspires them to connect with BCC
- Follow Next Steps follow-up policy (call/text, email, handwritten note), and personally invite people to attend Next Steps 101
- Record and report attendance and metrics

### 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
- 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