

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Welcome Team Coordinator**

Department: Administration

Approved by: Campus Pastor

### ROLE

The Welcome Team Coordinator oversees a team that serves as hosts by welcoming people, connecting visitors to the Next Steps Team, and connecting those with children to the Bridge City Kids' Team

### WIN

People arriving feel welcome and comfortable. Guests are successfully connected to Next Steps and Bridge City Kids as appropriate.

### RESPONSIBILITIES

- Submit to the vision and direction of the Lead Pastor, Campus Pastor, and Campus Administrator
- Lead a team that functions with excellence and efficiency in hosting
- Maintain a sufficient inventory of supplies and submit supply requests to the Connection Point
- Monitor and maintain the ministry budget and submit receipts in a timely and orderly fashion
- Coordinate the schedule of the Welcome Team Members using Planning Center Services
- Recruit and train new team members
- Meet with Team Members regularly to review best practices and what can be improved
- All other responsibilities assigned by the Campus Pastor and Campus Administrator
- Attend Leadership Connection and other training opportunities when provided

### 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)
- Be faithful to attend regular church services at BCC, and be an active participant in a Connection Group
- Must have a growing relationship with Jesus Christ
- Attend Leadership Connection and other training events
- Excellent people skills
- Passion for administration and serving
- Leadership skills
- Excellent follow-through skills

### REPORTS TO

Campus Administrator with a dotted line to Campus Pastor