

**Position:** Connections Coordinator

**Reports to:** Executive Pastor

**Hours:** Part-Time (25 hours week)

**Compensation:** \$25 per hour

## About Us

We are a 5-year old portable church that has grown from 200 - 1,200 people. As we continue to grow, we want to ensure that every person who walks through our doors feels seen, known, and connected into the life of our church.

## The Role

The Connections Coordinator plays a vital role in creating a warm, welcoming environment on Sunday mornings, helping people take their first steps through our "Starting Point" class, and guiding newcomers into serving and groups.

## The Right Fit

As a staff member, our desire is that your life would reflect the following family traits: *Christ-Centered, Community Driven, Outwardly Focused, Joyfully Generous, Prayerfully Dependent*. Furthermore, we are looking for the right person who can carry our staff culture which includes the following: *Do whatever it takes. Reject good for great. Never stop learning. Honor up, down and all around. Make it fun- laugh loud, hard, often. Be present wherever you are.*

## Core Responsibilities

- **First Impressions:** Lead and support our welcome, greeting, hospitality, and safety teams to create a consistently warm, excellent, and welcoming Sunday morning experience.
- **Starting Point Class:** Organize and execute our monthly "Starting Point" class, ensuring newcomers have a clear and compelling next step into the life of our church.
- **Assimilation & Follow-Up:** Track and follow up with newcomers, ensuring each person has opportunities to connect into serving teams or small groups.
- **Volunteer Care:** Recruit, equip, and encourage volunteers who serve in connections and first impressions roles.
- **Systems & Processes:** Maintain clear processes for newcomer follow-up and next steps, ensuring nothing "falls through the cracks."

## What Success in this Role Looks Like

- **Warm Welcome:** Every Sunday feels inviting, friendly, and consistent for both first-time guests and regular attenders.
- **Clear Pathway:** Newcomers know exactly what their next step is and are taking it. (ex: attending Starting Point, joining a group, serving on a team.)
- **Engaged Guests:** The majority of Starting Point attendees are connecting deeper by serving or joining groups within 3 months.
- **Healthy Volunteer Teams:** Hospitality and connections teams are fully staffed, equipped, and encouraged—serving with joy and excellence.
- **Follow-Up Systems Work:** Guests don't "slip through the cracks." People who visit are known, contacted, and cared for promptly.

## Qualifications

- A growing, vibrant relationship with Jesus Christ marked by humility, integrity, and servant leadership
- Availability to work on Sundays
- Passion for helping people connect relationally and grow spiritually
- Strong relational and communication skills
- Organized and able to manage systems, details, and follow-up
- Ability to recruit, train and care for volunteers
- Experience in leading teams is preferred

\*If you are interested in applying for this position, please send your resume to [staffing@bridgefellowship.net](mailto:staffing@bridgefellowship.net)