



Job Title: Connections Coordinator
Status: Part Time (up to 30 hours per week)
Reports to: Pastor

Job Summary

Bergheim Christian Fellowship functions as a family, and not just on Sunday mornings. We strive to get to know one another and walk alongside each other every day, which is the language of the New Testament church. We extend the love of Christ and practice Christian hospitality all week long, with the "Big Event" on Sunday mornings – our Family Worship Service. This is our time to meet as a family of believers of all ages to worship our Lord and Savior. The Connections Coordinator has the privilege of nurturing and fostering this hospitality and relationship building intergenerationally within the church family.

This position has two functional roles. The primary role is to serve as the Connections Coordinator for the church. The Connections Coordinator is responsible for leading the volunteer teams who serve as BCF's first impression to visitors, and the first welcome for our church members. Strong leadership and coordination of the Greeting, Connections, Coffee, Communion, Set Up, and Trailer teams is central to this job. When these teams are trained, resourced and encouraged, BCF will continue to be immediately perceived as a welcoming, well-run church. When the teams run well, the Connections Coordinator spends his or her time ensuring every attendee is seen and spoken to, and any need is attended to. A working knowledge of the ongoing and growing ministries of the church is necessary to help people get connected in/with them and helping various ministry leaders and volunteers lead their respective areas of ministry. Outside of Kingdom Kids, Worship, and Tech, this person is the "go-to" person for Sunday logistics and having church members' questions answered.

The second role, as time allows, is to assist staff in weekly administrative duties. These duties may include light graphic design, teaching slide preparation, weekly Broadcast newsletter assistance, church meetings/event preparation (membership meetings, baptism celebrations, etc.), office organization and cleanliness, etc. BCF's small staff requires a team approach where collaboration and cooperation are necessary to ensure all the needs of the church are met with excellence and in a timely manner.

Sunday Morning Responsibilities

- Sunday morning is a part of the normal work week for this position. Responsibilities include ensuring that the key ministry leaders (whether volunteer or staff) are well informed, scheduled, and supplied in order to ensure every person who visits on Sunday morning is warmly welcomed and integrated into the morning's service. Coordination with the set up team, greeting team, coffee and communion teams is important. This ensures the pastor maintains the freedom to minister to people and focus on the service instead of needing to be mindful of supplies ordering, logistics, or volunteer needs. This important position is the "go-to" person for any Sunday morning needs that arise, and therefore demands a person of high

integrity and reliability, as well as excellent interpersonal communication, both written and verbal.

- Prepares the teams and leaders spiritually and logistically for worship service. As such, it is important to gather the teams 30 minutes prior to the service to pray for each other, guests, prayer requests, worship team and message.
- Actively works with the safety team to ensure the safety of the congregation, as well as knowledge of health professionals in the church who can be called on in the case of a medical emergency. Knowledge of the location of first aid and AED kits, as well as keeping the medical supplies stocked and within expiration dates is important.
- BCF is a church dedicated to the discipleship of families. As such, family worship is core to our vision. This position works alongside the pastor and Kingdom Kids director to ensure our worship services serve this end in creative ways that engage all ages and assists parents to be successful in assimilating young children into the service.
- As a church-on-wheels, set up is a required part of this position. Some lifting, bending, and physical labor are a necessary part of this job.
- Sunday attire should balance the physical work requirements while presenting an image conducive to worship at BCF. Modest attire is required at all times. See BCF Dress Code Policy for more information.
- Sunday hours are from 7:00am until 11:30 (unless after-church meetings or events dictate otherwise), or until everyone has exited the school property.

Weekday Responsibilities

- Ensures follow-up from Sunday inquiries are adequately responded to, new Connect cards are entered into the church database, and any Sunday issues are addressed. Also ensures visitors receive welcome letter from pastoral staff, as appropriate.
- Weekly volunteer scheduling is a large part of this position, as many of our members have travel/black-out dates that require attention. Constant volunteer recruitment and training is always needed, and volunteer appreciation is also important.
- Supply monitoring and management is a weekly task, ensuring the volunteer teams always have what they need in a timely manner.
- Assists with planning and execution of church events, such as periodic membership meetings and baptism celebrations, to larger events/seasons such as Easter and Advent.
- Meets with visitors and members to get to know them, helps get them connected to a serving team or other ministry, and/or answers any questions they may have.
- Monitors and responds to inquiries about the church, including making sure needs are communicated with the Care Team.
- Ensures there is adequate documentation about the church, its ministries, and events (handouts, informational cards, etc.) for visitors and members.
- Participates in the weekly staff meeting, contributing to a debrief of the past Sunday with planning for upcoming Sundays. Collaborate with the team to ensure family worship, teaching, and discipleship hour are done without distraction or difficulty to the glory of God.
- Will create and advocate for their ministry budget, then steward approved budget expenditures diligently.
- Helps the team ensure The Annex is always ready for its next event.

BCF allows a flexible work environment where in-office and remote work is available so long as it does not detract from working together as a team. A typical week may look like: Sunday at Voss MS (4.5hrs); Monday/office closed; Tuesday in-office work (6hrs); Wednesday remote (5hrs); Thursday

in-office work (6hrs); Friday remote or in-office (5hrs); Saturday/office closed. Staff is highly encouraged to participate in the spring and fall adult Bible studies as a means of personal edification and as an excellent opportunity to know and be known among the church family.

Qualified candidates must be or agree to become a member of Bergheim Christian Fellowship.

Personal Responsibilities

- Be a committed follower of Jesus Christ, bearing the fruit of the Spirit yielded from this relationship, evident in all areas of life, both public and private.
- Live a life consistent with the fruit displayed from a life of commitment and devotion to the Lord Jesus Christ. This includes public and online presence, behavior, and communication, whereby no accusation can be made against Christ and His church through your appearance, actions, or words (written or verbal).
- BCF commits to ensuring each staff maintain a proper and healthy work/life balance. This also requires staff to communicate along these lines with their supervisor, as each party must work toward this goal.
- Be loyal to the vision and staff of Bergheim Christian Fellowship and always protect the unity of the church.
- Be devoted to a life of prayer and study of the Word, whereby wisdom from above is sought and being attentive to the leading of the Spirit is the result.