

# Full Time Position

## Connections Assistant



REPORTS TO | Director of Connections & Program Development

CLASSIFICATION | Resource Team

## Vision

The Connections Assistant is responsible for helping support the Director of Connections and Program Development and the Connections team to create environments and pathways for people to engage at Bridgeway. The Connections Assistant will assist in helping the team move towards our goal of creating a warm, welcoming environment where guests are encouraged to experience the overwhelming love of Jesus Christ.

We exist to exalt Christ in the city through joyful satisfaction in Him! We value Gospel-Centrality and Word & Spirit. We are a diverse spiritual family of commissioned disciples, passionate worshippers, and heartfelt lovers of God and one another.

## Responsibilities

### • GUEST EXPERIENCE

Process new volunteer applications, ensuring that they are connected and scheduled for Sunday morning training.  
Schedule Hospitality and Connections volunteers.  
Assist Director in keeping all welcome areas maintained as welcoming and current and in line with ministry's vision.  
Reimagine Guest gifts with Director.  
Manage supplies and prepare First Time Guest bags/gift.

### • PATHWAYS

Collaborate with the Director to create clear and accessible entry points for those looking to be connected into the life of Bridgeway church, steadily help improve, refine, and— wherever necessary—reimagine entry points to ensure that they are serving as a cohesive on-ramp to community.

Assist the Director in the following areas:

#### • *Newcomers Brunch*

Organize and facilitate, follow up with next steps via email, text, phone call.  
Oversee space setup, food, digital check-in, collecting guest information.

#### • *Covenant Membership Class*

Organize and facilitate, includes assigning pastors and elders for teaching. Facilitate w/round table hosts (elders, pastors, C-group leaders). Follow up towards membership and next steps with Pastor of Discipleship and elder involvement.  
Oversee space setup, food, digital check-in, collecting guest information.

#### • *Covenant Membership*

Champion new member celebrations and acknowledgments  
Develop with the Pastor of Discipleship processes to identify status of covenant members to bring before the elders.

#### • *Ministry Classes/Events/Grow Classes*

Develop, facilitate, give oversight and administer Discipleship classes/ events.  
Implement spiritual growth opportunities, in partnership with Pastor of Discipleship.  
Assess discipleship growth needs in alignment with vision and strategy. Plan and coordinate periodic seminars, classes, etc. to facilitate the growth of commissioned disciples.  
Ensure classes/events provide a pathway of leadership development as well as point disciples to Bridgeway's community and mission.

### • STAFF CALENDAR

Maintain and update the staff (church-wide) calendar for all internal and external events, special events and holidays, meetings;  
Communicate appropriate info with staff; Initiate and oversee annual "calendar planning meeting"

### • INTERNAL EVENTS (MINISTRY EVENT PLANNING, COMMUNICATION, AND IMPLEMENTATION)

Facilitate needs (room assignments, set-up, sound/ video, childcare, security, clean-up)  
Create and utilize event forms, policies, and processes (Planning Center, Formstack)  
Ordering and set-up of supplies/food (catering needs) photocopying/printing/ordering resources  
Event promotion and sign-ups (website/online promotion, registrations)  
Oversee staff lunches, special meetings & occasions (Annual Christmas party)

### • EXTERNAL EVENTS

Communicate Bridgeway's policies and prices for building rental and services  
Maintain and utilize event forms (event requests, rental agreements forms)  
Connect appropriate church personnel (sound engineer, video tech, security) with the point person of the event  
Secure contract with point person (includes collecting deposit/funds related to contract)  
Serve as communication liaison between Bridgeway and the event point person/group  
Oversee all equipment details: ensure that it is available and reserved for event  
Advise groups of on-site security and building use policies and procedures  
Be present (or supervise and coordinate other church employees to be present), as needed, for all activities in the building (set-up, event duration, clean-up).

## Qualifications

Displays a vibrant and spiritually robust personal relationship with Jesus Christ

A gift of hospitality and administration (service, helps) A team player but can also work on independent projects and tasks (self-directed and responsible).

Is flexible, cheerful, and patient; thrives in an ever-changing and increasingly complex environment; enjoys learning new skills and adapting current (and creating new) organizational and administrative structures and procedures.

The ability to meet people comfortably and confidently.

Is technical – able to manage and utilize various IT and computer resources (word processing, general understanding of operating systems and file management, office phone system, experience and use of social media tools).

High level Communicator – able to effectively communicate with staff, church members, and the public utilizing many means and forms of communication (verbal, non-verbal, written, & oral). Able to be clear and direct in a polite, kind, and understanding manner (good interpersonal communications skills).

Can safeguard confidential material.

The requirements and responsibilities are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to lift boxes of paper around 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To be considered, submit Cover Letter and Resume to [r.smith@bridgewaychurch.com](mailto:r.smith@bridgewaychurch.com)