

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Connect/NSP Admin.
<b>Department:</b>	Next Steps & Connect
<b>Campus:</b>	Troy
<b>Date:</b>	June 2021
<b>Supervisor:</b>	Next Steps Pastor
<b>FSLA Status:</b>	Non-Exempt

## Position Profile:

Provide administrative and clerical support for the Next Steps Pathway and Connect Ministries.

## Skill Set:

Strong interpersonal and public relations skills. A personable demeanor and engaging personality. Detail-oriented and meticulous in record keeping. Diligent in following up with unresolved matters. Self-motivated; systematic; works well corporately and independently. Capacity to effectively and regularly communicate needs, priorities, values, and gratitude to several distinct groups of church leaders and volunteers. Analytical, creative, and a problem solver. Ability to manage projects and multi-task. Able to assist, direct and coordinate others.

## Skill Set:

- Know Your Sheep
- Congregational Gift Empowerment
- Hospitality
- Communicating Effectively
- Establishing Relationships
- Using Computers and Technology
- Accepting Responsibility
- Adaptability/Flexibility
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People of Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Problem Solving and Analysis
- Project Management
- Serving Others
- Teamwork

## Experience Qualifications:

- High School Diploma required. Associates degree preferred.

- Knowledge of Microsoft Office Suite (Word, Excel, Power-Point, Publisher, Outlook).

## Duties and Responsibilities:

### Next Steps General:

- Prepare materials, and support regularly occurring Baptisms, and Next Step Pathway classes.
- Provide administrative and clerical support to Next Steps department including scheduling appointments, fielding phone calls, compiling metrics and research regarding assimilation.
- Oversee registration and promotion for the Next Steps department.
- Assist in managing and onboarding volunteers to serve within the Next Steps ministry.
- Work alongside team to execute "day of" logistics for Baptisms and new member recognition (quarterly).
- Assist the Next Steps Pastor and team with administrative tasks and follow up.

### Next Steps Pathway:

- Coordinate and direct hosts, kitchen services, child-care workers, elders, /deacons/deaconesses and custodial staff for monthly Next Step Pathway – Personal attendance and assistance is required on weekends.
- Oversee registration, communication (with attendees) and promotion for the Next Steps Pathway.
- Prepare materials for Troy Next Steps Pathway including room set-up and tear-down.
- Assist in check-in and registration of walk-ins at the Next Steps Pathway
- Utilize and maintain a "NSP Dashboard" to maintain and measure metrics within NSP, such as (1) the number of those completing the class, (2) becoming members (each service), (3) joining a team, (4) joining a life group.
- Work alongside the Next Steps Pastor to coordinate and execute all events designed to help guests and new members assimilate into church life.
- Regularly schedule NSP teachers for both online and in-person classes.
- Assist in all leadership and administrative aspects of the Connect ministry at WBC.

### Connect:

- Administratively support the volunteer team by connecting, scheduling and providing care.
- Handle any necessary administration that comes from weekend services (Connect Desk, cards, etc.)
- Personally, demonstrate a passion to reach and connect visitors and marginal attendees into the church family.
- Assist with follow-up for each first and second time visitor, as well as Communication Cards.
- Assist in planning and executing volunteer appreciation events throughout the year.

## Spiritual Responsibilities:

Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).

Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.

## Additional notes:

The duties and responsibilities above should be considered primary and not exhaustive.

## Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	

