

Ministry Title: Next Steps Minister

Department: Adult Ministry

Location: Bachelor Creek Church of Christ

Reports to: Lead Minister

Classification: Full-time

Job Description and Responsibilities:

PURPOSE:

The Next Steps Minister is responsible for the development and implementation of the vision and strategic elements for adult growth at BCCC. Specifically the Next Steps minister is responsible for creating clear and strategic steps for community, service, and other next step opportunities. All programs, activities and educational aspects related to Next Steps is for the sole purpose of growing people in Christ through assimilation into the designated growth areas.

COMPETENCIES & EXPECTATIONS:

- A love for Jesus and others
- A ministry that flows out of one's regular worship of God
- A passion for seeing people come to faith in Christ and leading their growth in following Him
- To fully embrace the vision, mission, and core values of Bachelor Creek
- Be a positive and Christ-like presence in our church and community
- Proven competency in administration in areas of responsibility
- A reliable, trustworthy, self-starter with excellent follow through on details
- Innovative, creative, adaptive and flexible
- Possess appropriate judgment, discretion, sensitivity, and confidentiality
- A spirit of collaboration and cooperation with a team
- Strong interpersonal skills, outgoing, with the ability/desire to engage in healthy, motivating relationships with supervisors, coworkers and volunteers
- Ability to effectively develop, communicate and execute a plan of action for your ministry
- Proven ability to achieve results

ESSENTIAL JOB FUNCTIONS:

- Develop, implement and lead a Discipleship Pathway plan to grow and mature believers in Christ
- Manage/coordinate group life at BCCC. This includes, resourcing, leading, and encouraging group life leaders and recruiting group life members. (Community groups, Sunday morning adult classes)
- Responsible for the overall Guest First Impressions at BCCC
- Recruit and train Guest Service volunteers
- Follow-up with BCCC visitors
- Conduct regular BCCC 101 (and other classes as determined beneficial)
- Conduct regular "Get Acquainted" receptions for visitors (quarterly)
- Identify gifts/talents and areas of potential service for BCCC members as an opportunity to bless the church/community and grow the believer
- Obtain needs for volunteers from other ministry leaders and provide them with names of persons who could potentially fulfill those needs
- Provide pastoral care for BCCC members as needed

ESSENTIAL JOB FUNCTIONS Continued:

- Serve as staff Men's Ministry representative
- Preach on Sunday mornings as needed (maximum 4-6 times per year)
- Work with BCCC communications director to inform the church of next steps opportunities
- Develop and effectively manage an annual budget and ministry goals
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Bible/Ministry preferred
- Minimum of 3 years commensurate experience preferred

RELATIONSHIPS:

- Reports to Lead Minister
- Supervises and directs all volunteers in given ministry
- Works closely with all areas of ministries within Bachelor Creek Church of Christ so that we ALL succeed.