

Admin to the Lead Pastor, Director of Connections, & Bookkeeping

Mission, Vision, Strategy and Values of Bridge Fellowship Church Raleigh

Bridge Fellowship exists to Bridge People back to God through the Gospel of Jesus Christ. That's our mission, and it's what we're always striving to do.

Our vision is to reach 1% of the unchurched population in South Raleigh with the Gospel. And disciple them into an ever-growing relationship with Jesus. Specifically, ministry effectiveness looks like reaching 100+ people and connecting 90% of our congregation into church life over the next ministry year.

Our strategy is to Witness, Worship, Walk and Work. We will relentlessly Witness Christ to others and invite people to Worship at BFC. As they come, we will teach them how to Walk with Jesus in community and provide opportunities for them to Work on a team according to their gifting. Active growth happens as new believers Worship Jesus with us, get equipped, and relentlessly Witness Jesus to others and invite new people.

Roles and Responsibilities

Administrative Assistant to Pastor Douglas

Lead administrative tasks of the Lead Pastor so he can focus on prayer, writing sermons, leading the church. 50+%

- Manage Douglas' weekly calendar, expenses, paperwork and help keep projects on track
- Coordinate Sunday bulletin, update website, announcements, Sermon notes
- Coordinate event calendar and champions for each event with you adding support i.e. app notification, stage announcements
- Office: Mail, scanning, organization, stocking supplies, process building requests
- Communication with people not requiring the pastor (email, phone, mail)

Director of Connections

Lead the connect funnel so more and more people can easily connect into BFC life. 20%

- Connect visitors to assimilation flow, to SGLs and serving teams while tracking their progress
- Weekly updating of PCO and TIC Names
- Prepare for assimilation events including Foundations, New Believers Class, baptisms and keep them regular in our calendar
- Website management including event postings and adjusting pages

Bookkeeping

Work with CPA to help support godly stewardship of finances. 20%

- Make bank deposits
- Receive expense reports, enter data, cut checks
- Run monthly report for Elders

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Accountability

- Weekly interaction with Pastor Douglas via zoom, phone, or in person
- Uphold Bridge Fellowship Church membership commitment
- Professional confidentiality regarding sensitive information

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone who at BFC.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and the ministry fourth.
- Give generously toward the mission and vision of Bridge.
- Give people the benefit of doubt and protect the unity of Bridge Fellowship.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Evangelize the un-churched and invite people to church.

Commitment

This is a 1-year renewable commitment. Thank you for serving our church through this role. Know that you are helping BFC to realize our vision to grow by 100 people over the next ministry year and connect 90% of our congregation into church life.

Hours per week	Compensation	Pay Schedule
7-10	\$600.00/mo, \$7,200.00/yr	Salaried, Bi-Monthly

Sign and Date // Douglas Humphrey

Sign and date //