



Odenton Connecting Coordinator

Job Description

Updated 5/20/21

TITLE OF POSITION: Odenton Connecting Coordinator

REPORTS TO: Odenton Campus Pastor

POSITION TYPE: Hourly, Non-Exempt, Part-time, up to 20 hours/week

PURPOSE OF THE POSITION: The Odenton Connecting Coordinator will build, train and lead the weekend experience teams in providing a warm and welcoming environment for our Sunday guests. This continues during the week by maintaining a high quality, multi-touch guest follow-up program to foster strong community from their first visit through assimilation into a missional community. Additionally, the Connecting Coordinator will work closely with the Campus Pastor on day-to-day functions across all ministries.

Key Objectives:

- Recruiting, training, equipping all weekend experience teams (from parking, greeting, ambassadors, ushers and hospitality) to provide an Incredible first impression.
- Serve alongside the campus pastor in the administration and development of the campus.

- Provide guests with high quality service from first contact at Guest Central through assimilation into the community via assimilation.
- Maintain operations by ordering supplies and running background checks.
- Administrative tasks to support teams (scheduling, communication, etc.)
- Support events at the campus level

Sunday Responsibilities:

- Verify serving teams have all supplies necessary in their areas
- Train weekend experience serving teams to create a high-touch environment (love, encourage, welcome people).
- Work directly with volunteer security lead to ensure a safe and secure interior and exterior environment
- Manage leaders who assist behind the scenes with the green room, First/Next Step, etc
- Create meaningful experiences for guests through the volunteer team, signage, Guest Central, and follow up processes
- Be a spokesperson and “face” for Bay Area Community Church, educated in our mission, vision, values and ministries
- Be available to campus team for various needs that arise.

Weekday Responsibilities:

- Maintain workflow for multi-touch guest follow up program via Text In Church
- Follow up with guest requests for ministry information, baptism or prayer from weekly gathering cards
- Maintain registration for campus wide classes and events
- Submit communications requests
- Manage ministry plan and budget
- Design and implement training for weekend experience serving teams
- Maintain relationships with serving team leaders
- Work with creative team on campus design needs
- Administrative tasks as needed
- Maintain church calendar and verify website is up to date

- Assist with planning, staffing and implementing all special events and conferences at the campus
- Provide daily assistance to campus pastor for various needs/requests
- Provide administrative support to BASM and children's ministry leaders as necessary
- Serve as liaison with outside vendors and contractors
- Serve as liaison for other ministries such as missions, women's ministry, volunteer/ serving team culture, etc.
- Serve as liaison with database administrator on campus specific needs
- Assist in strategy and long-term vision for campus culture, community outreach, etc
- Assist in planning Christmas and Easter as it pertains to the campus
- Attend weekly meetings with campus team
- Attend two all staff meetings per month
- Assist in all paperwork processes for campus
- Manage volunteers, from onboarding and scheduling to appreciation and celebrating
- Help build and support systems and structures that lead people from attendance to ministry engagement
- Engages personally with attenders to build relational capital
- Partners with our creative/communications team to evaluate and implement the right language in public communication outlets (web, social, etc.) to invite people to get more involved.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Self-starter who shows initiative and innovation skills
- Ability to prioritize multiple tasks with varying demands and deadlines
- Team player who works well with various personalities and has consistent positive influence within the team

- Teachable and approachable
- Is or is willing to become a Ministry Partner at Bay Area Community Church