



Position Title: Next Steps Coordinator (Part-time)

Position Summary

The Next Steps Coordinator helps guests and newer attendees become connected and engaged in the life of the church. This role provides relational, administrative, and organizational support for the church's assimilation process by helping people take meaningful next steps such as attending a Starting Point class, joining a small group, serving on a ministry team, pursuing membership, baptism, and other opportunities for spiritual growth and community.

The ideal candidate is welcoming, organized, relationally driven, and passionate about helping people feel seen, connected, and cared for within the church community.

Essential Responsibilities

Guest & Assimilation Follow-Up

- Connect with first-time guests and newer attendees through email, phone calls, and in-person interaction
- Help individuals identify and take appropriate next steps in the church
- Maintain timely and consistent follow-up processes for guest connections and ministry pathways
- Assist in creating a welcoming and engaging experience for new people

Next Steps Ministry Coordination

- Coordinate and support programs such as:
 - Starting Point or newcomer classes
 - Membership classes
 - Baptism preparation and follow-up

- Small group connections
 - Service team onboarding
 - Volunteer engagement pathways
- Track participation and progress through various assimilation steps
- Help ensure smooth communication between ministries involved in guest assimilation

Administrative Support

- Maintain accurate records and databases related to guest follow-up and ministry engagement
- Assist with scheduling classes, meetings, and volunteer coordination
- Prepare materials, forms, and communications for next steps ministries
- Generate reports and track engagement metrics as requested

Team Collaboration

- Work closely with pastors, ministry leaders, office staff, and volunteers
- Help strengthen systems that improve guest retention and congregational connection
- Support the church's overall mission of discipleship and community engagement

Qualifications

- Personal faith in Jesus Christ and alignment with the mission and values of Grace Church
- Strong interpersonal and communication skills
- Friendly, welcoming, and relational personality
- Strong organizational and administrative abilities
- Ability to manage multiple projects and follow-up tasks effectively
- Basic proficiency with email, spreadsheets, databases, and church management software
- Ability to maintain confidentiality and professionalism

Preferred Qualifications

- Previous church ministry, hospitality, customer service, or administrative experience
- Experience working with volunteers or guest assimilation systems
- Familiarity with small groups, membership processes, or discipleship ministries
- Experience using church management software (Planning Center, Subsplash)

Work Schedule

- Part Time (15-20 hours)
- Occasional evening hours for connection events
- Reports to Groups & Care Pastor