



Job Title: Connections and Administrative Coordinator
Status: Part Time (30 hours) or Full Time (preferable)
Supervisor Title: Pastor

Job Summary

This position has two primary roles. First, this position administratively supports the needs of the church by assisting in appointment scheduling, coordination, and organizational communication. As a recent church plant, positions at BCF require a “many hats” approach to our jobs, and this position is no different. Administrative needs of the church range from database maintenance, church member communications, ministry leader coordination, supplies ordering, and event coordination. Some of these duties are clearly “administrative”, while others touch on the second primary role of this position as a “connections” coordinator. The Connections side of the role assists church visitors and members in, well, connecting! A working knowledge of the ongoing and growing ministries of the church is necessary to help people get connected in/with them and helping various ministry leaders and volunteers lead their respective areas of ministry. This has weekly duties, but is also key before, during, and after church services on Sunday. Qualified candidates must be, or agree to become a member of Bergheim Christian Fellowship.

Sunday Morning Responsibilities

- Sunday morning is a part of the normal work week for this position. Responsibilities include ensuring that the key ministry leaders (whether volunteer or staff) are well informed, equipped, and supplied in order to ensure every person who visits on Sunday morning is warmly welcomed and integrated into the morning’s events. Coordination with the set-up team, greeting team, BCF Kids and Students, coffee and communion teams are important, as well as the worship/tech teams. This ensures the pastor maintains the freedom to minister to people and focus on the service instead of needing to be mindful of supplies ordering, logistics, or volunteer needs. This important position is the “go-to” person for any Sunday morning needs that arise, and therefore demands a person of high integrity and reliability, as well as excellent interpersonal communication, both written and verbal.

Weekday Responsibilities

- Is the “front door” to the church, answering email and phone calls as needed, and helping the pastor with meeting scheduling.
- Supports the pastor and elders as needed.
- Attends and provides typed meeting minutes for Elders meetings.
- Ensures follow-up from Sunday inquiries are adequately responded to. Also ensures visitors receive welcome letter from pastoral staff as appropriate.
- Assists with planning and execution of church events, such as periodic membership meetings and baptism celebrations, to larger events/seasons such as Easter and Advent.

- The Cup at Bergheim is a BCF-owned enterprise whose mission is to provide a place for BCF to gather, but also for the church and the greater Bergheim area to be introduced. As such, it is the main office space for BCF staff. In order to ensure that BCF's staff is engaged in the mission, it is the church's desire that BCF employees work one or more shifts per week at The Cup. This is especially important if this position is full time. Inability or refusal to work in this environment may exclude one from consideration of employment.

Personal Responsibilities

- BCF commits to ensuring each staff maintain a proper and healthy work/life balance. This also requires staff to communicate along these lines with their supervisor, as each party must work toward this goal.
- Be loyal to the vision and staff of Bergheim Christian Fellowship and always protect the unity of the church.
- Be a committed follower of Jesus Christ, bearing the fruit of the Spirit yielded from this relationship, evident in all areas of life, both public and private.