

**Position Overview:**

The **Discipleship, Connections and Event Coordinator** support the discipleship culture and pathway, connecting people to Cityline and creating a visual experience for church wide events. This role will support a culture of disciple-making by helping people grow from seekers who are lost, to mature followers, who make disciples of Jesus everyday, everywhere. This role will be responsible for overseeing tasks throughout the event planning process for all special event ministry needs. Duties include running errands for supplies and decorations and collaborating with staff to ensure the completion of a successful event. This role will support the connections ministry in helping people move from new guests to actively engaged and living out the mission.

**Key Responsibilities:**

In this role you will be responsible for the following:

**Discipleship:**

- Serve as the primary coordinator for all aspects of the discipleship pathway for the staff and people of the church.
- Strategize, equip, and mobilize people at CityLine through the stages of our discipleship pathway alongside the Discipleship and Connections Pastor.
- Build and recruit teams to help execute the various stages of our discipleship pathway.
- Work collaboratively with ministry leaders and staff to see their people progress through our discipleship pathway.
- Work collaboratively with the communications and operations team to promote and execute any courses offered.
- Provide content direction, support, and communication for leaders/facilitators of the discipleship pathway.
- Track people's progress through the discipleship pathway.
- Attend bi-weekly staff meetings.
- Administratively support the Made to Flourish residency program at CityLine.
- Oversee the placement of women into groups.

**Connections:**

- Support the Connections Pastor in connecting people to the life of CityLine.
- Attend weekly meetings with Discipleship and Connections Pastor.
- Oversee and execute the first-time guest experience and follow up.
- Run weekly 3, 5, 10-week absentee lists and send text messages or organize calls and letters for Connections Pastor to contact.
- Execute, promote, and communicate anything involving the Connections Pathway including Meet CityLine, Discover CityLine, and Join CityLine (Membership Process).
- Track people's progress through the Connections Pathway in Planning Center.

- Build a team of table leaders and hosts for Connections Pathway steps.
- Support and prep any courses or workshops offered (Baptism 101, Discover Your Gifts, Foundations).
- Coordinate baptism candidates by initiating pre-baptism interview and communicating the logistics of the baptism day.
- Build a team to help support the process for Baptisms and Child Dedication Sundays.
- Oversee the serving lounge on Sunday mornings.
- Supports administrative functions of the Connection team by maintaining necessary processes and providing lists as needed.
- Participate in the planning of connections events and projects, collaborating with necessary staff and office manager, to ensure all ministry related communication, production events, purchasing, etc. are completed according to established procedures and within predetermined timetables.
- Create care packages for new visitors, new members, anyone sick or celebrating a special event.
- Review and assign prayer requests to staff and organize requests to send to prayer and card writing ministry leaders
- Review background check statuses weekly and initiate new or renewal background checks for security team volunteers

**Events:**

- Participate in the planning of events and projects, collaborating with necessary staff to ensure all ministry-related communication, production events, purchasing, are completed according to established procedures and within predetermined timetables.
- Organize special events and projects. This includes setting up, ordering food, ordering supplies, printing out necessary documents, picking up food, providing details for room set-up, receiving, and allocating payments, and coordinating volunteers as requested.
- Coordinate, set up, clean-up, and staff church wide church events.
- Coordinate with operations leader for event needs and communicate with the operations team.

**Key Competencies & Behaviors Desired:**

- Have a personal and growing relationship with Jesus Christ.
- Ability to share the Gospel and explain what CityLine Bible Church believes.
- Ability to pray with other employees, guests, and members of the church.
- Be an active, engaged, and accountable member of a community group.
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Strives for collaboration. Works cooperatively as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Makes decisions appropriate for the level of responsibility.

- Can effectively adapt to change; can shift gears comfortably; is flexible and embraces change with a “can-do” attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
- Works well under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognize problems, constructively identify, and articulates solutions.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.

**Qualifications:****Our ideal candidate will have the following:**

- Associate’s degree and three to five (3 – 5) years of administrative experience or bachelor’s degree in related field with two years of experience working in a ministry context.
- A heart to see people grow in their love for Christ.
- Strong project management skills, with attention to detail and experience developing and implementing processes.
- Proficient in general computer skills.
- Ability to communicate effectively and tactfully at all levels.
- Ability to oversee multiple projects simultaneously.
- Ability to read and comprehend instructions and involved correspondence.
- Ability to write clearly and concisely can effectively present information in one-on-one and small group situations.
- Solid team players who can play the role of leaders and peer in team dynamics.

**Physical Demands:**

Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Ability to lift, push, and pull items up to twenty-five pounds.