CENTERPOINT CHURCH

Position: **Next Steps Coordinator (NSC)**
Part-Time: **20 hours/week**
Department: **Next Steps**

MISSION:
To love and lead people to a life-changing connection with Christ.

PURPOSE:
The Next Steps Coordinator (NSC) is responsible for coordinating and supporting all church-wide assimilation efforts through the Next Steps Department. This role plays a critical part in moving people from first-time guests to fully engaged members of the church through connection opportunities, systems, and relational follow-up. The NSC collaborates with ministry leads to ensure every person is intentionally brought into their next step of engaging with the Body of Christ, serving on a team, and joining a group as they grow as disciples at CP.

This position emphasizes both administrative excellence and relational connection, helping Centerpoint Church fulfill its mission of loving and leading people to a life-changing connection with Christ.

ACCOUNTABILITY:
The NSC is accountable to the Next Steps Director, including weekly 1-on-1 meetings and performance reviews, and oversees volunteers who help implement the assimilation strategy.

CULTURE & FIT
We are looking for someone who is:

- Passionate about people finding belonging in the church
- Relational, fun, and welcoming
- Highly organized and administratively sharp
- Comfortable leading volunteers and managing systems
- A self-starter who thrives in both collaborative and independent work environments
- Aligned with the values and beliefs of Centerpoint Church and the Free Methodist Church

This person sees ministry as both a calling and a joy, combining a heart for discipleship with a mind for systems and process.

KEY RESULT AREAS:

1) **Guest Assimilation & Follow-Up**
    a) Implement and maintain a clear, church-wide assimilation process, collaborating cross-departmentally as needed
    b) Track guest engagement from first visit through fully connected
    c) Ensure timely and relational follow-up occurs for every new guest
    d) Coordinate with ministries and staff to collect accurate data and ensure appropriate follow-up is happening
    e) Collaborate with Guest Experience regarding the Welcome Center to improve processes as needed
    f) Train and schedule volunteers to implement the assimilation process
    g) Provide assimilation metrics to the Next Steps Director

    Success is measured by:
    - % of connection cards followed up with within 72 hours – something about 1st 3 visits
    - % of new guests who take a next step within 90 days (e.g., DCPL, group, or team)