



## JOB DESCRIPTION

# DIRECTOR OF NEXT STEPS

## Mission Connection

Our mission at Sojourn Midtown is to reach people with the gospel, build them up as the church, and send them into the world. The Director of Next Steps plays a crucial role in this discipleship process. They are responsible for creating a welcoming environment on Sundays and helping people make their next steps with Jesus, whether by joining a Community Group, getting baptized, or pursuing membership. The Director of Next Steps creates a hospitable Sunday experience, ensures timely responses to visitors, facilitates community group integration, oversees our baptism process, and manages our membership procedures.

## Responsibilities

### **Lead the Connect Ministry**

- Ensure Sunday services are a clean, safe, organized, and warm environment
- Develop Connect coordinators and oversee volunteer recruitment
- Communicate weekly with Connect coordinators and volunteers
- Purchase communion bread and other pantry items each Sunday before church
- Be a presence at each Sunday service
- Set up for and lead First Sundays (our monthly first time guest reception) and/or “Welcome Lunches”
- Lead bi-annual Connect trainings
- Encourage volunteers and leaders
- Recruit and oversee seasonal decoration and cleaning (Christmas decorations, Easter food, Mother’s Day flowers, annual cleaning day, etc)
- Aid in production of Member Meetings

Time estimate: 10-12 hours a week.

### **Lead the Follow-Up Team**

- Connect guests to appropriate Community Groups and ministries within 48 hours of their initial requests
- Develop current follow-up team members through training and vision-casting
- Recruit new follow-up volunteers as needed
- Quantitatively track the effectiveness of our follow-up process
- Fully utilize the Rock and create automated systems (no prior knowledge of the Rock is needed before being hired)
- Re-envision the current follow-up process

Time estimate: 2-4 hours weekly

### **Oversee Baptisms**

- Ensure that baptism is a clear and regular next step for Sojourn attendees
- Ensure that baptism class is taught in an excellent manner and those who are baptized are followed up with (approximately 50 people are being baptized yearly)
- Plan, oversee, and manage the six-to-eight baptism classes and baptism Sundays at Midtown per year
- Lead a team of deacons to help lead and execute the baptism class and baptism Sundays

Time estimate: seasonal, 3-5 hours during week leading up to baptisms

### **Oversee Membership**

- Ensure that membership at Sojourn is a clear and consistent pathway
- Ensure that membership class is inspiring and informative
- Plan, oversee, and manage at least four membership classes per year
- Regularly review and improve the membership process at Midtown
- Assign and schedule membership interviews
- Train staff and leaders on how to do membership interviews

- Update membership records regularly in the Rock
- Create a system to review the next steps after initial member interviews
- Create a culture of membership celebration through member meetings

Time estimate: 6-8 hours a week

### **Oversee Group Launch**

- Create clear and consistent pathways for people to participate in Group Launch
- Work with Pastor of Build Ministries to identify and recruit leaders to attend Group Launch
- Facilitate the Group Launch class by setting up the classroom, designing and implementing the class format, teaching the content, and enlisting other staff and pastors to teach the class
- Oversee the starter phase (6-session commitment) by following up with group leaders on a regular basis until the group becomes an official community group and is transitioned to the supervision of the Pastor of Build Ministries

Time estimate: 5-7 hours weekly

## **Character and Competencies**

- Fulfill the character qualifications of a deacon as outlined in Scripture (1 Tim. 3:8-13) and the Sojourn Constitution
- Embody the 6 Midtown values: health, humility, hunger, honor, and holiness
- Be motivated in all integration efforts by the gospel
- Have administrative gifting—this role requires a high level of organizational skill and attention to detail
- Be skilled in volunteer recruitment and development—each of these ministries is volunteer-led
- Have an eye for detail—be able to view Sunday services from the perspective of guests and non-Christians
- Be systems-oriented—have the ability to think both big picture and an individual level about how to move a first-time guest toward visiting a Community Group
- Be able to build healthy teams of volunteers

- Have familiarity with Google Suite

## Desired Outcomes

- Instill a culture of discipleship and leadership development in each of the four ministries
- Refine and clarify the integration process in collaboration with the Pastor of Reach Ministries
- Identify key integration metrics and create a strategy for growth in these areas over time

## Reporting and Supervising Roles



## Expectations

- Maintain a high level of professionalism in communication and organization.
- Have bi-weekly meetings with Pastor of Reach Ministries
- Be present at all Midtown staff meetings
- Be present at quarterly member meetings
- Be a regular presence at Sunday services

## Classifications

- Full-time Sojourn Midtown employee
- Minimum of 3-year commitment