

# **PACIFIC CROSSROADS CHURCH**

## **LEADERSHIP POSITION DESCRIPTION**

**Position Title:** Administrator/Director of Ministries  
**Reports to:** Sr. Pastor  
**Date Prepared:** October 2018

### **Principal Function**

Serve alongside the Senior Pastor to execute the PCC South Bay mission and vision across all teams.

### **Specific Responsibilities**

#### **Sunday Operations**

- Manage operational aspects of the Sunday worship service including:
  - Set up and tear down
  - Coordination of volunteers
  - Bulletin preparation and printing

#### **Administration**

- Manage administrative needs both those defined and those that may arise
  - Work closely with PCC to ensure all financials needs are addressed on a timely basis, including weekly giving, expenditures, etc.
  - Process all part-time timesheets and payroll
  - Manage budget, ensuring expenses align with approved budget
- Manage part-time paid employees

#### **Event Management**

- Plan and manage church events and activities. Coordinate logistics, volunteers and content for all events.

#### **Volunteer Recruitment**

- Responsible for recruitment of volunteers for all ministry needs including Sunday service volunteers and Community Group leaders
- Responsible for ensuring all Sunday volunteer needs are met on a weekly basis, with no deficiencies.
- Develop and implement a best practice model that includes: recruiting, onboarding, training, motivating, caring for and retaining volunteers.
- Meet with, train and equip existing Sunday volunteers to become leaders.
- Strive to create a culture where serving is seen as a part of discipleship.

### **Communications**

- In charge of preparing weekly bulletin, including content and printing.
- Ensure the website is accurate and responsible for making updates.
- Responsible for communication to congregation, including first-time visitors, congregation, and volunteers.

### **Connection**

- Develop and implement a comprehensive Connection plan to move people from wide front door to connection points within the church.
- Create a hospitable environment on Sunday, equipping volunteers to create a warm and welcoming presence for visitor.
- Oversee and develop a variety of classes and groups to develop opportunities for people to connect and assimilate.

### **Membership**

- Oversee the onboarding of new members and hosting membership seminars.

### **Community Groups**

- Manage the administration of community groups.
- Recruit and identify community group leaders, equipping, training and caring for them.
- Work with Sr. Pastor to determine the curriculum for community groups.

### **Additional Responsibilities**

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
- Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment.
- Adhere to all policies in the Employee Handbook.

**To apply, please send a cover letter, a résumé, and a quick summary of your spiritual journey to Simone at [sdeblasio@pacificcrossroads.org](mailto:sdeblasio@pacificcrossroads.org).**

By God's grace, we covenant to fulfill the words written on these pages with joy, humility, dependency, honesty and grace in the power of Christ's gospel and by his Spirit.