

# DIRECTOR OF CHURCH LIFE

## *Job Description*

### *Position Summary*

The Director of Church Life will lead all churchwide events as well as oversee hospitality in all aspects of church life. The individual will report to the Executive Pastor.

### *Responsibilities*

- Planning, logistics, purchasing, volunteer coordination and leadership for our many annual social events (such as Spring Fling, Fall Kickoff, Mingle & Jingle, etc.) as well as formational events like conferences, seminars, and classes.
- Owning the experience (aesthetics & hospitality) people receive when engaging any aspect of Christ Central Church, including all-church socials (Spring Fling, Fall Kickoff, etc.), the Sunday morning experience (Coffee & Connect, Connect Table, etc.), the hospitality aspect of special services (Ash Wednesday, Christmas Eve, etc.), and new guest integration (New Members Class, Starting Point).
- Recruiting and management of volunteers across multiple aspects of the church's life (including hospitality, set up, parking, and event support)

### *Day-to-day Responsibilities*

- Creating a vision for churchwide social events and executing that vision with a team
- Purchasing or renting materials, equipment, and catering for events
- With the Communications Director, determining needs for signage or wayfinding at events or classes
- Recruiting volunteers to assist in large-event execution
- Coordinating with staff team members to identify upcoming volunteer needs
- Recruiting, coaching, and encouraging volunteers on Sunday mornings and beyond
- Assisting other staff members in thinking about hospitality and aesthetics in their area
- Attending staff team meetings (Tuesdays at 10:00 am)
- Meeting with your leader for Bi-Weekly Check-ins

### *Essential Requirements*

- A sinner saved by grace
- Exemplary character as exhibited in 1 Timothy 3 and Titus 1
- Successful previous experience managing events
- Some volunteer recruiting and management experience
- Openness or desire to work in a church
- Love for the Gospel
- Love for the City of Durham
- Passionate about the vision and mission of Christ Central Church. Membership at Christ Central Church is a requirement, though not a prerequisite
- Excited about our staff values – camaraderie, collaboration, and prayerfulness



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***Essential Requirements (continued)***

- Strong verbal and written communication skills
- Comfort working in and communicating via email, Slack, text, Planning Center messaging, etc

***Additional Requirements***

- Experience managing events with attendance in the hundreds
- Experience working in a church
- Charisma and comfort in welcoming people hoping to get involved

***Position Details***

- Full-time (approximately 40 hours per week)
- Salary commensurate with experience
- Health and dental insurance benefits
- 403b Retirement Plan

***How to Apply***

To apply, please submit your cover letter and resume to [info@christcentraldurham.com](mailto:info@christcentraldurham.com).



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