



JOB DESCRIPTION

Position Title: Outside First Impressions Coordinator

Campus: Gilbert

Reports To: Associate Campus Pastor

Status: Part-time, Non-exempt, 24 hrs/wk

Position Summary: The Outside First Impressions Coordinator's primary focus is the guest experience from the time they drive onto our campus, find their parking spot, check in their kids and enter the worship center. The Inside First Impressions Team takes over from there. Outside FI completes the experience as people leave the worship center and campus. Together they own the impression that our church gives a guest.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- Owner of the guest experience.
- Coordinate with Associate Campus Pastor for ministry expenses.
- Oversight of Parking Team for weekend and large events.
- Oversight of Outside Greeters for weekend and large events.
- Oversight of equipment and supplies, including courtesy carts and radios.
- Recruit, build teams, train and care for Servant Ministers under your care.
- Provide ongoing solutions and creative suggestions for guest experience.
- Meet regularly with the Associate Campus Pastor.
- Attend monthly staff meetings.

Knowledge, Skills and Experience Required:

- Must be or become an owner of Central Christian Church and embrace the mission, vision and values of Central.
- Comfortable and effective in a fast-paced environment.
- Capable of recruiting leaders, forming teams, and able to inspire teams with vision.
- Have strong relational skills and able to cast vision and motivate those serving in the First Impressions Ministry.
- Provide community, care and discipleship for your Servant Ministers.
- Must be able to solve problems while maintaining customer service.
- Aid the Campus Pastor as an extension of the eyes and ears of the campus.
- High organizational skills and the ability to empower others.
- Will be trained as a Life Group Leader to know and help facilitate the discipleship process.
- Must be vision-motivated to make our guest experience a welcoming one. This will be accomplished by research, surveys, church visits, books, conferences and forming teams.

Schedule:

- 13 Weekend hours: Saturday 2:15-7:15 p.m., Sunday 7:15 a.m.–3:15 p.m.
- 11 Weekday hours to be divided up Monday-Thursday
- Weekends and holidays are a priority. (Additional hours may be required for holidays and special events.)

Role Model in Personal Life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model Biblical Integrity in all Things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.

- Be an active Owner at Central Christian Church, making every effort to uphold the six core values and Marks of Ownership of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.