



<b>Job Title</b>	<b>Guest Services Coordinator</b>
Location:	Noblesville
Position Reports to:	Weekend Experience Team Leader
Status:	Part-Time, Non-Exempt
Hours per Week:	20

**Position Overview**

White River Christian Church exists to **connect every life to Jesus**. The Guest Services Coordinator helps advance the mission and ministry of White River Christian Church by overseeing guest services, volunteer teams, and campus atmosphere to enhance engagement. This role is responsible for leading the “street-to-seat” Sunday experience with a focus on overseeing all guest services teams (parking lot attendants, greeters, Lord’s Supper servers) and managing the Sunday coffee service to ensure a consistent, welcoming environment for all attendees.

**Responsibilities**

**Volunteer Leadership & Team Development**

- **Recruit, train, and schedule volunteer teams for greeters, Lord’s Supper, parking lot attendants**
- Provide clear organizational direction, scheduling, and ongoing support for volunteers.
- Foster a culture of warmth, hospitality, and mission-focused service.

**Weekend Experience & Environment**

- Oversee lobby and common spaces to ensure they are inviting, clean, and guest-ready each weekend.
- Provide regular refreshes to lobby spaces, tables, and signage.
- Design and execute photo opportunities for special weekend experiences (e.g., Christmas Eve, Easter, Mother’s Day).
- Manage coffee ministry operations, including inventory, menu, and supplies.

**Baptism Coordination**

- Facilitate the baptism process in collaboration with staff using Church Community Builder (CCB).
- Manage Baptism Interest and Baptism Scheduling forms in CCB.
- Communicate with staff and assign baptism roles through the Baptism Queue in CCB.
- Prepare, stock, and maintain baptism materials in the Worship Center.

**Administrative & Budget**

- Create, manage, and steward the guest services ministry budget.
- Develop systems and processes that support excellent weekend experiences.

## Qualifications

- A personal relationship with Jesus Christ and alignment with the mission, vision, and values of White River Christian Church.
- Ability to manage multiple projects, prioritize effectively, and work independently.
- A reputation among previous colleagues for integrity, strong work ethic, and grace-filled leadership.
- Demonstrated leadership experience that can be confirmed through references and prior roles.
- Bachelor's degree demonstrating commitment to learning and follow-through (preferred).
- Minimum of 3 years of leadership experience in a church, business, or organizational setting.
- A lifestyle and character that model spiritual maturity and are worthy of imitation by other leaders.