



PRESTON TRAIL

community church

JOB TITLE

- Guest Services and Events Director

JOB OVERVIEW

- This role is responsible for churchwide guest services and events management. This role involves building, developing and leading multiple teams for guest services and events.

QUALIFICATIONS

- Team building, coaching and developing
- Provide shepherding and pastoral care for all teams under the director's leadership
- Project management, delegation, and follow up
- Effective communication and problem solving
- Excellent coordinator of Guest Services and Event Planning:
 - Weekend welcome teams: welcome center, parking, café, ushers, greeters
 - Kitchen / Events closet: organization, cleanliness, supplies, materials
 - Belong class Frisco Campus: setup, conduct, ensure experience is executed
 - Outside Events: director lead, planned, organized, executed, point of contact
 - Churchwide Events: director lead, planned, organized, executed, point of contact
 - Ministry Events: director supported, coordinated
- College degree preferred and/or relevant work experience

ORGANIZATIONAL RELATIONSHIPS

MINISTRY TEAM: All ministry leaders churchwide, weekend welcome teams directly

REPORTS TO: Serve Pastor

EMPLOYMENT CLASSIFICATIONS

- Category: Full time
- Exempt/Non-Exempt: Exempt
- Employee Class: Ministerial/Managerial
- Commissionable: Yes
- Weekends Required: Yes

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Preston Trail Community Church is a religious organization and reserves the right to hire based on the basis of religion.