

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Host Ministry Director	Status:	Full-Time
Department:	Campus Life	FLSA:	Professional
Reports to:	Director of Connections/Events	Job Class:	Exempt
Direct Reports:	Volunteers	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** This position is responsible for leading the Host Ministry Teams and managing the Guest and Member Connections stand on the Oak Hills Church (OHC) Campus. Incumbent will recruit, equip, lead and care for volunteer teams. Partner with Campus Minister, Director of Connections and Events and staff to implement campus’s Ministry Plan.

II. **Primary Duties and Responsibilities:**

1. Oversees and directs the overall service to guests and members for weekend gatherings.
2. Develops and manages volunteer orientation and training program and procedures.
3. Recruits volunteers and coordinates guest follow-up process.
4. Schedules volunteers for mid-week and weekend services, special events, and Guest and Member Connections stand.
5. Ensures volunteers are informed and equipped with necessary information and/or resources for the delivery of services and events.
6. Oversees weekend worship services attendance and other data collection as identified.
7. Collaborates with other ministries in assessing needs for Host Ministry Team services.
8. Plans, organizes, and implements volunteer recognition and appreciation events.
9. Develops and maintains job descriptions for Host Ministry positions.
10. Ensures volunteers follow risk management procedures.
11. Attends and participates in designated meetings as assigned.
12. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Bachelor’s Degree from an accredited college or university. Ministry or related field preferred.
2. Two (2) years of experience working with volunteer or community service programs or related field. Church ministry experience preferred.
3. Experience can be substitute for education.

IV. Knowledge and Abilities:

1. Knowledge in relational intelligence, grace and cross cultural sensitivity.
2. Knowledge and experience with budget development, expense tracking/reporting and administration
3. Knowledge of computer office applications and equipment.
4. Knowledge of English grammar and vocabulary.
5. Ability to work independently with limited supervision.
6. Ability in developing leaders and team members for effective ministry.
7. Ability to build and promote a team culture through relational collaboration and motivating team members.
8. Ability to plan, organize volunteer events and prepare detailed reports and training programs.
9. Ability to use computers and a variety of software applications.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to frequent walking and standing; subject to sitting, reaching, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: January 2018