

Ministry Services Director
Longleaf Church
Warner Robins, GA

Department: Ministry Services

Reports to: Lead Pastor

Job Type: Full-Time, 40 hours per week, including Sunday

One Sentence Job Description: Lead people into a growing relationship with Jesus Christ by directing and coordinating the Ministry Services' functions of Longleaf Church.

Responsibilities

- Directs activity of administrative functions of Longleaf Church including accounting, website, facilities/office, social media, Guest Services, and personnel.
- Proactively ensure that processes and systems are developed and implemented to provide seamless, quality operations and support.
- Reviews legal issues for Longleaf Church and consults legal counsel if necessary.
- Oversees construction projects in conjunction with Lead Pastor.
- Assesses and recommends appropriate insurance coverage for property, casualty, and other needs.
- Oversees and delegates all aspects of office management including supplies, office furniture and space, mail and efficient office procedures.
- Oversees salary and benefits administration for Longleaf Church staff.
- Responsible for the Longleaf Church ministry services budget.
- Facilitates budget process and reviews/distributes monthly reports to North Point Ministries, Leadership Team, Stewardship Team, and Elder Board.
- Oversee management of all security aspects for Longleaf Church.
- Oversee coordination, development, and communication of evacuation plans, safety plans, and other plans necessary to ensure safety for our staff and attendees.
- Lead the Guest Services team on Sunday mornings to create a welcoming environment for our guests that compels them to want to come back.
- Other responsibilities as assigned by Lead Pastor.

Qualifications

- A desire to create a church that unchurched people love to attend
- Great attention to detail
- Great relational and communication skills
- The ability to enlist, equip, and encourage a strong team of volunteer leaders
- A desire to learn new things, problem solve, and try new ideas
- The ability to develop systems, manage people, and stay organized
- A good understanding of software/technology including Quickbooks Online
- Understanding of the NP Model

Start Date: June 1, 2018