



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

**POSITION TITLE:** Weekend Experience Director

**EFFECTIVE/REVISED:** 11/17/2020

**SUPERVISOR'S TITLE:** Campus Pastor

**DEPARTMENT:** Creative Arts

**CAMPUS:**  Campus: Redlands

Central

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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**01. Summary of Position:**

The Weekend Experience Director will be responsible for leading, recruiting, scheduling, and training for teams that create the weekend experience inside and outside of the auditorium. This includes the Worship, Production, Communications and Guest Services teams.

**02. Ministerial Functions:**

- Provide management of ministry through monitoring and maintaining the ministry objectives of the Creative Arts Department of the church.
- Develop worship, production and communications teams (i.e. photography and social media) to foster a God loving people serving culture.

**03. Supervisory Responsibilities:**

- Supervises volunteers within the Creative Arts, Communications and Guest Services departments
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees/interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/interns; addressing complaints and resolving problems.

**04. Duties and Responsibilities:**

- Communicate with staff, volunteers, and departments to maintain efficiency and healthy serving environments.
- **WORSHIP EXPERIENCE RESPONSIBILITIES**

- Lead weekend services and special events primarily at Redlands campus (Potential of supporting other campus projects)
- Utilize Planning Center Online, Church Metrics and Eastside Database to schedule volunteers and track data (weekly)
- Work closely with the Production and Worship Directors for training, processes, and workflows.
- Develop worship, production and communications team (i.e. photography and social media) to foster a God loving people serving culture.
- Help lead training sessions and or Team Night events as need arises.
- **GUEST SERVICE RESPONSIBILITIES**
  - Collaborate with the Central Team to develop ministry plans that support the ECC strategic plan.
  - Guest Services: Event Planning - This role does require personal creative abilities to express an experience unique to the Redlands campus including but not limited to worship/production/communications. Events include Christmas, Easter, Mothers Day, Fathers Day, baby dedications, etc as they all include guest experience strategizing and creativity that is unique to Eastside Redlands.
  - Oversee the guest experience on campus from entry to exit by supporting and mobilizing Guest Services volunteers for the following teams: parking lot, greeters, communion prep, ushers, communion/offering servers, cafe, info counter and hospitality (weekly)
  - Prepare/coordinate resources and needs: communion, offering buckets, supplies, etc. (weekly)
  - On occasion support other campuses or events as assigned, aligning with strengths as much as possible.
  - Oversee the Hospitality team (CM Team Room, Cafe, etc)
  - Monthly team meetings located at Anaheim Campus
- Must attend all weekly team meetings (in person and online) including, but not limited to:
  - Monthly ministry team meetings located at the Anaheim Campus
  - Weekly programming and production meetings within Creative Arts
  - Weekly central team meetings.
  - Weekly Redlands staff meetings.
  - Must attend/tune-in for Saturday 5:30PM service and attend the debrief meeting for any Sunday adjustments.
- Ensure that spaces and the facility reflect a safe, professional, Christ-like environment.
- Perform other responsibilities as assigned by supervisor.

*Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

**05. Qualifications:**

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others
- Must be a member of Eastside Christian Church, having been baptized by immersion
- Must have a heart for serving God and others
- Must have the ability to maintain alignment and execute the vision and goals of Eastside Christian Church
- Must be able to understand and adapt to Eastside's staff matrix structure
- Must have a bachelor's degree or have comparable experience
- Must have 2+ Years of experience leading at a church of at least 500, instrumental experience preferred.
- Knowledge of Ableton Live, in-ear tracks and experience with Audio/Video/Lighting boards.

- Know-how using ProPresenter and Planning Center Online
- Must exhibit team building and management skills
- Must have excellent written and verbal communication skills
- Must have the ability to work independently and interdepartmentally within the organization.
- Must be able to work out of the Redlands campus

**06. Employment Understanding:**

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position’s supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

**07. Physical Demands & Work Environment:**

- Must be able to lift and / or move up to or more than 15 pounds
- Must be comfortable sitting and standing for long periods of time
- May be asked to support with setups/teardowns that include lifting, pushing, moving of materials
- Must be able to operate an Eastside vehicle or your own vehicle

We concur with this Job Description.

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Staff Member

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date